NON-DISCRIMINATION STATEMENT

Westminster College does not discriminate, and will not tolerate discrimination, on the basis of race, color, national or ethnic origin, sex, sexual orientation, gender, gender identity and expression, age, handicap or disability, marital status, veteran status, genetics or any other protected class as those terms are defined under applicable state or federal law, in the administration of any of its educational programs, activities, or with respect to admissions and employment. In its employment practices the College may, however, consider the individual’s support of the philosophy and purposes of Westminster College as stated in the Undergraduate Catalog.

Inquiries may be directed to the Equal Opportunity Officer, Westminster College, New Wilmington, PA 16172-0001, 724- 946-7247.
It is a great pleasure to welcome you to Westminster College. I encourage you to participate fully in the activities during orientation and at the college. Make a point to meet as many of your classmates as possible. They will become an important part of the community that will offer support and friendship over the next four years. Take the time to visit your faculty during their office hours. You'll find that our faculty and staff are eager to assist you as well as you make a successful transition to college life. Similarly, the college calendar is filled with a variety of athletic events, organization meetings, music concerts, art exhibits, guest speakers and worship services. Find the time to become involved in ways that allow you to connect with the community through the educational, recreational, social, and service activities offered.

We take great pride in the “We in Westminster” and look forward to your being an active member of the college community. As you do so, you will make Westminster a better college as you offer your best here. We will do our best to support you as you work to achieve your goals. Class of 2022, welcome to Westminster! Members of the Classes of 2019, 2020 and 2021—Welcome back to Mother Fair. It’s a great time to be a Titan!

Dr. Kathy Brittain Richardson  
President of the College

As the Vice President for Student Affairs and Dean of Students, I want to welcome you to Westminster College!

I have the great privilege of working with a staff of dedicated colleagues in creating a healthy, safe and inclusive campus where you can maximize your personal potential while pursuing your educational dreams. Each student at Westminster has a unique combination of interests and talents to contribute to society. It is our job to support you in developing your gifts so you can share them with the world.

This handbook is prepared to assist you in the process of being a student at Westminster. As a student you are responsible for your interactions with the College and this Handbook serves as a guide for these interactions. At any point when you need further information, a person to listen to or caring advice to help you on your journey, my team is here to assist. Please stop by and visit our office, suite 341 located in the McKelvey Campus Center.

If you want to keep up with all of the great programs and events going on at Westminster, I encourage you to follow me on Twitter @Dean_Carlos. Go Titans!

All the best,
Carllos D. Lassiter  
Vice President for Student Affairs and Dean of Students

Dear Class of 2022,

I would personally like to congratulate you for taking the first step of a four-year journey that will certainly transform your life. Westminster is not just a college, Westminster is a Home. You are now a part of our family and we could not be more ecstatic to have you join us. WE are WESTMINSTER.

As you embark upon your career at Westminster, I encourage you to immerse yourself in all that the school has to offer. Work hard, try new things, get involved, but most importantly, do not be afraid of change. Westminster will test you but with the support of your professors, classmates, and friends, there’s no limit to your potential. Become a part of the WE in WESTMINSTER.

I wish you the best of luck as you embark on this beautiful and challenging journey. Please know that your Westminster Family, including myself, is here to help you with anything you may need throughout your transition process. If you have any questions or concerns, feel free to send me an email at connsr22@wclive.westminster.edu, or stop by the Student Government Association office on the third floor of the McKelvey Campus Center.

Just remember that you are a Titan now and WE are WESTMINSTER.

Sarah Conn, President  
Student Government Association
Hail, hail to thee,
our Mother Fair, Westminster.
Thy sons and daughters thee with homage greet.
While rings our song within thy sacred portals
Fresh wreaths we twine and lay them at thy feet.
Long may she live, our Mother Fair,
Westminster!
Fling to the breeze her banner White and Blue.
Halls of our youth, by happy mem’ries hallowed
Our Alma Mater, glorious, grand and true!
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# ACADEMIC CALENDAR
## 2018 - 2019
### FALL SEMESTER

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<td>First-Year Students Arrive</td>
<td>August 24, Friday</td>
</tr>
<tr>
<td>Opening Convocation</td>
<td>August 24, Friday</td>
</tr>
<tr>
<td>First-Year Student Advising</td>
<td>August 24, Friday</td>
</tr>
<tr>
<td>First-Year Student Orientation</td>
<td>August 24-26, Friday through Sunday</td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
<td><strong>August 27, Monday</strong></td>
</tr>
<tr>
<td>Mid Break</td>
<td>October 27-30, Saturday through Tuesday</td>
</tr>
<tr>
<td><strong>Classes Resume</strong></td>
<td><strong>October 31, Wednesday</strong></td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 21-25, Wednesday through Sunday</td>
</tr>
<tr>
<td><strong>Classes Resume</strong></td>
<td><strong>November 26, Monday</strong></td>
</tr>
<tr>
<td>Classes End</td>
<td>December 7, Friday</td>
</tr>
<tr>
<td>Final Period</td>
<td>December 10, 11, 12, 13, Monday through Thursday</td>
</tr>
</tbody>
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### SPRING SEMESTER

<table>
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<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td><strong>Classes Begin</strong></td>
<td><strong>January 14, Monday</strong></td>
</tr>
<tr>
<td>Martin Luther King Day (no classes)</td>
<td>January 21, Monday</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 9-17, Saturday through Sunday</td>
</tr>
<tr>
<td><strong>Classes Resume</strong></td>
<td><strong>March 18, Monday</strong></td>
</tr>
<tr>
<td>Easter Break</td>
<td>April 18-April 22, Thursday through Monday</td>
</tr>
<tr>
<td><strong>Classes Resume (Monday Classes Meet)</strong></td>
<td><strong>April 23, Tuesday</strong></td>
</tr>
<tr>
<td>Undergraduate Research &amp; Arts Celebration</td>
<td>April 24, Wednesday</td>
</tr>
<tr>
<td><strong>Classes End</strong></td>
<td><strong>May 3, Friday</strong></td>
</tr>
<tr>
<td>Final Period</td>
<td>May 6, 7, 8, 9, Monday through Thursday</td>
</tr>
<tr>
<td><strong>Commencement</strong></td>
<td><strong>May 11, Saturday</strong></td>
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### SUMMER SESSION

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<tr>
<td>8-week session</td>
<td>June 3-July 29</td>
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<tr>
<td>First 4-week session</td>
<td>June 3-June 28</td>
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<tr>
<td>Second 4-week session</td>
<td>July 1-July 29</td>
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SERVICES FOR OUR STUDENTS

ACADEMIC AFFAIRS

Dr. Jeffrey S. Coker, Dean of the College and Vice President for Academic Affairs, 724-946-7123
Dr. Jamie G. McMinn, Associate Dean of the College and Assistant to the President for College Relations (International Study Adviser), 724-946-7121
Erin T. Smith, Chief Information Officer/Associate Dean for LIS, 724-946-7327
Gabriella A. Budai, Executive Secretary to the Dean of the College, 724-946-7122
Darlene McCoy, Administrative Assistant to the Associate Dean of Academic Affairs, 724-946-7120
Dr. Kristianne Kalata, Director of the All-College Honors Program, 724-946-7350
Dr. Karen K. Resendes, Co-Director of the Drinko Center for Experiential Learning, 724-946-7211
Dr. Pamela A. Richardson, Co-Director of the Drinko Center for Experiential Learning, 724-946-7286
Dr. Shannon I. Smithey, Coordinator of the First-Year Program, 724-946-6247
Kathryn DeMedal, Director of the Professional Development Center, 724-946-6338
Jennifer A. Hough, Assistant Director of the Professional Development Center, 724-946-7339
Bethany Lockie, Administrative Coordinator for the Professional Development Center, 724-946-7338

The Office of Academic Affairs is located on the first floor of Old Main in room 109. Office hours are from 8 a.m. until 4:30 p.m. or by appointment. The Dean and his staff welcome any student concerns or questions about academics or academic programming on campus, including the summer session.

Summer session courses are taught on a condensed schedule that allows students to earn credits while still having time for a summer job and fun. Currently enrolled students register online using my.Westminster after getting their adviser’s authorization.

Major events the office is responsible for include Opening Convocation, Spring Honors Convocation, and Commencement.

ACADEMIC SUCCESS CENTER

Jessica Shelenberger, Coordinator, 724-946-6700

Located on the fourth floor of Thompson-Clark Hall, the Academic Success Center helps students strengthen their academic performance. Students can choose to seek academic support services on their own or they may be referred to the center by a professor from a particular discipline. The center offers the following services: tutoring, disability services, general advising and mentoring, support for exploratory majors, help with identifying and improving academic strengths and weaknesses, and in-depth academic assistance for students desiring a more challenging exchange. Students can make tutoring appointments online through the center’s website at www.westminster.edu/academics/learning-writing-services.cfm

ATHLETICS AND PHYSICAL EDUCATION

Jim Dafler, Director of Athletics, 724-946-7313
Tammy Swearingen, Assistant Director of Athletics and Physical Education Program Coordinator, 724-946-7320
Wendy Davis, Administrative Assistant – Field House, 724-946-7307
Amy Deems, Administrative Assistant – Old 77, 724-946-7317
Sam DiVitto, Equipment Manager, 724-946-6210

The Department of Athletics sponsors the following intercollegiate varsity sports teams: for women – basketball, cross country, golf, lacrosse, soccer, softball, swimming and diving, tennis, indoor and outdoor track and field, and volleyball; for men – baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming and diving, tennis, and indoor and outdoor track and field. Intramural sport activities are also sponsored by the Department of Athletics.

The most important function of the Physical Education Program is to promote and encourage active participation in a variety of physical activities. The courses offered by the program are designed to broaden the fitness, knowledge, and skill level of students in conjunction with their individual needs and interests. Students may take physical education courses as electives (or as requirements in some majors), but may only earn a total of two physical education credits in the required 128 semester hours for graduation.
Memorial Field House has two gymnasium areas for varsity and intramural sports and for general recreation use, two racquetball courts, a natatorium, and a physical fitness center with free weights, plate-loaded strength training machines, and cardiovascular exercise units. Old 77 has one gymnasium area for intramural sports and for general recreation use, a jogging track, a dance studio, and a physical fitness center with cardiovascular exercise units and some strength training equipment. Burry Stadium has an artificial turf playing surface and all-weather track for varsity and intramural sports and for general recreation use.

All students must have a College ID for access and use of the Field House and Old 77 areas. In addition, students must complete a special orientation program for use of the fitness centers in either building. The Field House and Old 77 are typically open weekdays during the year when classes are in session from 8 a.m. to 10 p.m. Monday through Thursday and from 8 a.m. to 8 p.m. on Fridays. Weekend hours are 10 a.m. to 8 p.m. on Saturdays and 1 p.m. to 7 p.m. on Sundays. Specific hours for the fitness centers and natatorium are posted on the monthly recreation schedule.

Times posted on the monthly recreation schedule are arranged in accordance with Westminster College Department of Athletics policies and are subject to change. Activity areas in the Field House and Old 77 are scheduled to accommodate the following sequence of priorities: (1) Physical Education classes; (2) intercollegiate athletics; (3) intramural and club sport activities; (4) recreational activities; and (5) community activities.

Other outdoor facilities include varsity baseball, soccer, and softball fields; a varsity cross country course; and fields for varsity sport team practice and intramural sports. Henley Pavilion has canoes available for use on Brittain Lake at scheduled times during the academic year.

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**BANKS AND CHECK CASHING**

The College does not provide a check cashing service. However, the following on- and off-campus options are suggested:

The local branch of Huntington Bank, 108 S. Market St., will cash personal checks in amounts up to $25 from out-of-town banks with the presentation of a student ID card. They will also cash College payroll checks and government checks, also with a College ID. Hours are 9 a.m. to 4 p.m. Monday through Thursday; 9 a.m. to 6 p.m. Friday; and from 9 a.m. to noon on Saturday.

The local branch of First National Bank, 135 E. Neshannock Ave., will cash College payroll checks and government checks with proper identification. Hours are 9 a.m. to 4:30 p.m. Monday through Thursday; 9 a.m. to 6 p.m. on Friday; and 9 a.m. to noon on Saturday. For your convenience, a drive-through ATM machine includes postage stamps for sale. Low-cost checking and savings accounts are available at this branch.

The three closest ATM machine locations are on the first level of the McKelvey Campus Center and at both local banks mentioned above.

Checking and savings accounts are available at the local banks and at other banking institutions within a 15-minute drive.

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**BOOKSTORE/GIFT SHOP**

Kay Galanski, Supervisor, 724-946-7218
Lisa Borowicz, Bookstore Clerk, 724-946-7216
Renay Montgomery, Giftshop Clerk, 724-946-6211

Located on the first floor and second floor of McKelvey Campus Center, the Westminster College Bookstore and Titan Gift Shop offer a large variety of Westminster clothing, gift items, school supplies, greeting cards, and Greek merchandise to our students, faculty, staff and the general public.

The Bookstore offers a number of textbook purchasing options to ensure that students get the best materials at the best price. New and used textbooks are available for purchase, and students also have the option of renting textbooks.

The Bookstore and Titan Gift Shop are open year round from 8:30 a.m.-4:30 p.m., Monday through Friday. The Titan Gift Shop is also open every Saturday during the school year.

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**BUSINESS OFFICE**

Sharon Kelly, Head Cashier, 724-946-7145
Ruth Curfman, Cashier, 724-946-7147

The Business Office is located in 205/206 Old Main. The office hours are 8 a.m. to 4:30 p.m. The Cashier’s window hours are 8:30 a.m. to 3:45 p.m. The Business Office staff is available to receive payments and to help students with questions about student account charges and credits, and other financial matters during these hours.
CARE TEAM (Concern, Assessment, Resource and Evaluation)

Carllos Lassiter, Vice President for Student Affairs & Dean of Students, 724-946-7110

Westminster College’s CARE Team coordinates services for students who have been referred by faculty or administration as being at risk of failing or of not making satisfactory academic progress. In addition, students are also referred to the CARE Team for concerns related to observable behavior such as:

- Unusual or erratic behavior
- Extended absences
- Threats towards others
- Expressions of suicidal intent
- Troubling themes or references in work

Westminster’s CARE Team is a multidisciplinary body of stakeholders from across the college which receives referrals pertaining to students exhibiting behaviors that arouse concern, collects additional information, and then identifies and enacts appropriate strategies for addressing the situation to ensure student success.

Referrals to or from CARE can be made with or without student consent as defined by FERPA [34 C.F.R. §99.31(a) (1)] which allows disclosure of observations and educational records “to other school officials, including teachers, within the institution whom the institution has determined to have legitimate educational interests.” All matters discussed by CARE members are held in strictest confidence.

If you are concerned about the overall safety or mental health of a student and would like the College to follow-up, please make a referral by sending an email to us at: WECARE@westminster.edu. If you have imminent safety concerns about a member of the Westminster community, please contact Public Safety at extension 7777 or by dialing 724-946-7777. For questions or more information related the CARE Team, including a request for promotion of CARE services to various campus departments, please contact us at WECARE@westminster.edu.

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DINING SERVICES

Jeff Creveling, General Manager, 724-946-6312
Pat Bohinski, Duff Manager, 724-946-6307
Scott Turner, TUB Manager, 724-946-7702
Matt Studebaker, Titan Club Manager, 724-946-6147
Nick Chifolo, Catering Manager, 724-946-7853

Duff Student Restaurant, 724-946-6306
TUB Food Court, 724-946-7230
Titan Club, 724-946-6147

Sodexo Campus Services, a nationwide company specializing in college dining, offers a wide array of services to the College community.

Duff Student Restaurant is the location of our student restaurant. Duff has many menu platforms to choose from including exhibition cooking, pizza, home-style favorites, make-your-own deli bar, and soup and salad bar. For one price, students may choose from one or all of our platforms. Duff Student Restaurant is open Monday through Friday for continental breakfast, lunch and dinner; brunch is served on Saturdays and Sundays.

The TUB, located on the first level of the McKelvey Campus Center, is Westminster’s food court. Choose from The Grille, La Vincita Pizza, Sammie’s Subs and Deli, The Charleston Market, or Cyclone Salads. “WE” Express, adjacent to The TUB, is our coffee house offering a wide assortment of hot and cold Starbucks beverages, fresh baked goods, and freshly packaged salads and sandwiches. The TUB is open from 7:15 a.m. to 8 p.m. Monday through Friday; 9 a.m. to 8 p.m. on Saturday; and from 11 a.m. to 7 p.m. Sunday during the academic year. “WE” Express is open from 7:15 a.m. to 11 p.m. Monday through Friday; 9 a.m. to 11 p.m. Saturday; and 11 a.m. to 11 p.m. Sunday.

THE TITAN CLUB

The Titan Club combines an atmosphere of past and present Westminster memorabilia with fast casual dining: Texas-style Angus burgers, grilled quesadillas, fresh salads, great wings, and hand-dipped milkshakes. Open from 6 p.m. to 11 p.m. Sunday through Friday; and 6 p.m. to midnight on Saturday.

The dining service office is located in The Titan Club. For information about meal plans, menus, and special events, all are encouraged to visit the dining service section of the Westminster website at my.westminster.edu/ICS/Campus_Life/Campus_Groups/Dining_Services/
RESIDENT DINING

All students living in College residence halls are required to participate in one of the wide variety of available meal plans. Visit the Dining Services section of the College website for further information.

Dining Services makes every effort to provide meals for those with special medical concerns and religious convictions. Those who wish to be exempt from campus dining due to medical reasons must first obtain the Request for Medical Exemption Form from the Director of Disability Resources. The form must be completed by the student’s physician and submitted to the Director of Disability Resources. A meeting will then be arranged to determine if accommodations can be made.

To request meal plan exemption for religious convictions, the student must obtain a Religious Conviction Exemption Application Form from Dining Service’s General Manager. The form must be completed and returned to the Dining Services Office. A meeting will then be arranged to determine if accommodations can be made. A meeting with the College Chaplain and/or a Dean of Student Affairs may also be required.

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DISABILITY RESOURCES

Faith Craig, Director of Disability Resources, 724-946-7192

The Disability Resources Office, located at room 415 of Thompson-Clark Hall, collaborates with students, faculty, and staff to promote advocacy and awareness of disability issues, and to facilitate access solutions for environmental and curricular barriers. Our mission is to ensure that all students at Westminster participate in a usable, equitable, inclusive, and rigorous learning environment.

Students with diagnosed or suspected disabilities, who are experiencing boundaries to fully accessing campus grounds and facilities, classes and assignments, or campus events, should contact the Disability Resources Office to see what options may be available to them.

Any concerns regarding eligibility for services or specific accommodations should first be addressed to the Director of Disability Resources. In the event that a resolution cannot be attained, a student may request a review of the decision by submitting a formal appeal, in writing, to the Vice President for Student Affairs and Dean of Students.

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DIVERSITY AND INCLUSION

Jeannette Hubbard, Director of Diversity and Inclusion, 724-946-7179/6178

The Office of Diversity and Inclusion serves a variety of functions at Westminster College. Its main purpose is to advance diversity and promote a positive climate for differences of race, color, national origin, ethnic origin, sex, sexual orientation, age and disability. Among its priorities are the recruitment, retention and success of students of diverse cultures and racial backgrounds.

The Director’s goal is to prepare all students to become effective leaders and productive citizens in the culturally diverse twenty-first century. With student input, the staff offers a continuum of diversity programs, lectures and workshops that nurture respect for the dignity of all individuals.

For additional information, consult the Student Services section of the College website.

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FINANCIAL AID

Cheryl Gerber, Director, 724-946-6173
Regene King, Assistant Director, 724-946-7106
Mary Jo Evanoff, Financial Aid Assistant, 724-946-7102

In most cases, financial need is the sole criterion for financial assistance. Exceptions are the Merit Scholarships, and some Activity Grants.

Financial need is the difference between family contribution (parental and student) and the total cost, which includes tuition, fees, room, board, books, and personal expenses.

Financial aid packages are based on full-time enrollment. Students must check with the Financial Aid office if they drop below 12 semester hours for fall or spring.

On-campus employment for eligible students is coordinated through the Financial Aid office.

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VETERANS’ AFFAIRS

For information on Veterans’ Affairs, contact the Director of Financial Aid.
GRADUATE SCHOOL
Dr. Robert Zorn, Director, 724-946-7031
Dr. Ali DuBois, Chair, Counseling Programs, 724-946-6039
Sharon Muraca, Administrative Coordinator, 724-946-7353
gradaestudies@westminster.edu

The Graduate School office is located on the second floor of Thompson-Clark Hall in rooms 208, 209, and 212. The Graduate School offers a Master of Education and several certificate options on campus and online, as well as Master of Arts in Clinical Mental Health Counseling with three distinct areas of focus. To learn more about the Graduate School, stop by our office or check us out online at http://www.westminster.edu/academics/graduate.

INTERNATIONAL STUDENT ASSISTANCE
Dr. Jamie McMinn, International Study Adviser, 724-946-7121

The College is dedicated to encouraging a racially and culturally diverse student community. Such diversity is critical to the development of a compassionate and worldly individual in our global society. To this end, the College welcomes students from all parts of the world, providing them with individualized assistance, advice and information.

For additional information, consult the Student Services section of the Westminster College homepage.

LIBRARY AND INFORMATION SERVICES (LIS)
Erin Smith, Chief Information Officer/Associate Dean of LIS, 724-946-7327
LIS Help, 724-946-6000

LIS offers a wide range of information resources and technologies to every student. The LIS Help Desk, located in McGill Library, provides tech support for everything from laptops to printing to wi-fi. The Library also offers thousands of online and print academic resources, all carefully selected based on Westminster’s unique curriculum, and a lot of places to study and work in groups. User Services, located on the first floor of the McKelvey Campus Center, provides additional tech support and circulates tech tools such as audio and video recorders, digital cameras, projectors, professional lighting and backdrop systems, and sound equipment.

LIBRARY SERVICES
Ralph McGill Memorial Library is more than just books. The library is home to traditional and digital resources and the people who will help you navigate and understand them. The Library supports student learning in a multitude of ways, including individual research consultations and collaborative study spaces, such as our new tech friendly space – the Hub. All first-year students receive an introduction to Library resources as part of the Inquiry course, and discipline-specific instruction is incorporated into many other lower- and upper-level courses. More information about library services and resources can be found at http://www.westminster.edu/acad/library/index.cfm.

CAMPUS COMPUTING
LIS operates the campus-wide TitanNet network and provides other computing and telephone services to the campus. Every student receives access to the campus Wi-Fi, a Microsoft-Live account for email, three public computer labs, and the My.Westminster Web portal, which serves as a central point of access to online learning environment resources such as course materials and communication tools. Students can get tech help by contacting the LIS Help desk at 724-946-6000 or lishelp@westminster.edu or by visiting the Tech Desk located on the first floor of Hoyt.

PRESENTATION AND INSTRUCTIONAL TECHNOLOGY
LIS circulates more than 1,500 academic presentation devices. These items include audio and video recorders, digital cameras, projectors, professional lighting and backdrop systems, sound equipment, handheld response clickers, and a variety of other items. It also provides technical support for Westminster’s Smart technology classroom resources, as well as the presentation technology in Mueller Theater and the Witherspoon rooms of McKelvey Campus Center. Training on any of these devices or technologies is available upon request.

STUDENT EMPLOYMENT OPPORTUNITIES
Excellent employment opportunities exist for students who are interested in learning about technology and in developing customer service skills. Applicants must be able to think critically, work independently, and be able to handle a diverse workload; however, they need not be work-study eligible, and can work up to 15 hours per week.
Please note: College offices use campus Mailroom mailboxes and email as official means of communicating with students. Students are responsible for information provided through those means.

U.S. Postal Service mail is delivered to the Mailroom on the first level of the McKelvey Campus Center Monday through Saturday and is placed in student boxes every day except Saturday and Sunday.

Stamps may be purchased and letters and packages mailed during Mailroom hours, weekdays from 8 a.m. - 4:30 p.m. Student's campus return address is required on all off campus mail and packages. The Payment options are cash, Titan Cards or personal checks.

All students, both residents and commuters, are required to have a mailbox on campus. Mailbox keys are issued free of charge to each new (first-year and transfer) student when they arrive on campus. A replacement key is $20 and a photo ID will be required for purchase.

*The student is responsible for returning their mailbox key and the key must be returned to the Mailroom when any of these occur to avoid a $20 charge:

- Leave of absence
- Withdrawal from the College
- Suspension
- Graduation

The Business Office will deduct $20 from student's matriculation refund if mailbox keys are not returned.

Students' mailing addresses should read as follows:

Student's Name
Box Number (note: this is not a P.O. box)
Westminster College
319 S. Market St.
New Wilmington, PA 16172-0001

Official notices sent through the mail and placed in a student's mailbox will be considered delivered. Students are expected to check their mailboxes daily. Addresses should include mailbox numbers for all incoming mail and packages received from all delivery companies (UPS, USPS, FedEx, DHL). Students will receive a package pick-up card in their mailboxes to inform them that a package has arrived. Pick-up card, photo ID and signature will be required for package pick-up.

Students will not be permitted to pick up mail or packages for other students.

Packages received at the Mailroom and not picked up by the recipient within 30 days after delivery will be returned to sender.

Students should insist that any money sent through U.S. mail or intercampus mail be in the form of money orders or checks. The Mailroom will not be responsible for cash sent through intercampus mail or U.S. Mail. The College cannot be responsible for claims regarding lost or stolen U.S. mail. These claims can be handled at a local Post Office.

An intercampus mail system is available to all students. Mail should indicate the name of the student and box number. Size of items to be mailed must be at least one-third sheet of 8 1/2” x 11” paper; this also includes the finished size of folded items. Items to be mailed that include more than ten pieces must be in mailbox number order. Larger quantities should be rubber banded.

Student organizations may send representatives to the Mailroom Monday through Friday from 1:30-3:30 p.m. to fill students' mailboxes with flyers after (1) scheduling a time at least one day prior; and (2) completing a form (available at the Mailroom).

Before leaving campus in May, returning students will need to make temporary address changes with any senders (banks, credit card companies, subscriptions) for mail they wish to receive during the summer. The U.S. Post Office and the College do not forward students’ mail addressed to the College. During the summer all first class mail received for returning students will be placed in their mailboxes and all other types (periodicals and catalogs) will be discarded. If you plan to be on campus during the summer months, inform Mailroom personnel and all your mail will be placed in your campus mailbox.

Permanent address changes should be made with senders when leaving Westminster for "reasons listed above. Mail and packages received for students who leave college for "reasons listed above will be “returned to sender”.

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**MOTOR POOL**

Janet Smith, Business Manager, 724-946-7139

The College has a motor pool consisting of a combination of minivans and twelve-passenger vans. These vehicles can be reserved at the Physical Plant Office as transportation to and from College-sanctioned functions or activities. All vehicle cancellations must be made in writing or through email communication. Any student wishing to drive a motor pool vehicle must be listed as an approved driver. To receive driver approval, students must file an application and pass an online driver training program each academic year. Student driver applications may be obtained at the Business Office Cashier window on the second floor of Old Main.

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**THE OFFICE OF FAITH AND SPIRITUALITY**

**CHAPLAIN AND CHURCH RELATIONS**

Rev. Jim Mohr, Chaplain, 724-946-7116 or 724-813-5894

Stephanie Lehman, Campus Ministry Fellow, 724-946-7405

Diane Gabriel, Executive Secretary, 724-946-7117

Paula Kubik, College Organist, 724-866-6605

Manny Henderson, Gospel Choir Director, 724-730-2041

The Office of Faith and Spirituality is located in the Andrew J. McKelvey Campus Center, rooms 223 and 224. As a church-related, liberal arts college, Westminster is dedicated to the conviction that the pursuit of academic excellence and growth in one's faith journey are complementary.

We strive to provide a supportive atmosphere that welcomes and respects individuals who represent a wide range of beliefs. The Westminster community reflects a faith-based, service-over-self philosophy. It allows for a climate of respect for people of all faiths and backgrounds, creates camaraderie, and giving of self. The campus ministry program is Christian in orientation, and by nature it is pluralistic. The belief that various theological positions contain truth and, therefore, are necessary for growth toward completeness, is a basic principle of the program. It is the goal of the Chaplain's Office that those who so desire may find the atmosphere, program and encouragement to mature in the faith. We will work with students from different faith traditions in attempting to provide programs and ministries to fit their needs. One dimension of growth is found through worship that is both a corporate and personal experience at Westminster. All aspects of the religious life program on campus can be found in detail at [my.westminster.edu/ICS/Campus_Life/Campus_Groups/Chapel_Office/](http://my.westminster.edu/ICS/Campus_Life/Campus_Groups/Chapel_Office/). You can keep up with Chapel sponsored activities at Facebook: [http://www.facebook.com/faithatwestminster](http://www.facebook.com/faithatwestminster).

**WEEKLY WORSHIP SERVICES IN THE CHAPEL**

A variety of worship opportunities are offered each week in the Wallace Memorial Chapel: Sunday evening non-denominational Open Door Worship (also referred to as Sunday Night Vespers) begins at 7 p.m. This is a blended worship experience with praise music, traditional choirs, student liturgists and more; Monday “Come and See” (also referred to as Chapel) services lasting from 11:40 a.m.-12:10 p.m. This worship experience is led by senior students, faculty, and staff and are designed so students have enough time to still eat lunch. Wednesdays at 11:40 a.m., the Chapel is reserved for Open Door at the Half, a time for quiet prayer and spiritual reflection. On Saturday evenings, Catholic Mass is celebrated on campus under the leadership of a local priest. This service begins at 7 p.m.

**FAITH AND LEARNING EXPERIENCES**

Students are offered a wide variety of meaningful opportunities to grow in their faith. A number of fellowship groups meet on a weekly basis: Fellowship of Christian Athletes, Newman Club, and Gospel Choir. In addition Bible and book studies are offered throughout the year. Students may also participate in volunteer service programs throughout the year that work both on and off campus. There are weekly opportunities to volunteer with Habitat for Humanity, projects, tutoring, and more. During Spring Break, students are invited to participate in our Spring Break With A Purpose Work Trips which provide opportunities for travel throughout the US and the world. Students can Experience Alaska as a team of 12 students visits and explores the land of the midnight sun in mid-May.

**LOCAL WORSHIP OPPORTUNITIES**

Students are encouraged to attend local churches, synagogues, mosques, and Catholic parishes. A listing of worship times and locations can be found on the Chapel website: [my.westminster.edu/ICS/Campus_Life/Campus_Groups/Chapel_Office/Local_Places_of_worship.jnz](http://my.westminster.edu/ICS/Campus_Life/Campus_Groups/Chapel_Office/Local_Places_of_worship.jnz).

**COUNSELING**

The Chaplain, is available to talk with students about a variety of topics including spiritual life, personal issues, and future plans. Appointments can be made by emailing Jim at mohrjr@westminster.edu.

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The Professional Development Center, located on the second level of McKelvey Campus Center, provides assistance to students and alumni as they prepare for careers or graduate school. Students are encouraged to use these services throughout their college years and as alumni.

The Center staff administers various assessments to help undecided students determine a course of study appropriate to their interests. The Center coordinates internships and prepares students to have the most meaningful experience possible.

The Center hosts many programs to acquaint students with the world of work or graduate school and invites alumni and other speakers to share career insights with students. Individual career counseling and computerized career guidance are invaluable services provided by the Center. Resume and cover letter workshops help students to create well written documents and mock interviews train them to use good research and communication skills to interview successfully.

Connecting employers and students through internships, shadowing, programming, on-campus recruiting, networking or job and graduate school fairs, is one of the major goals of the Professional Development Center.

Students may access information on the Professional Development Center’s website: my.westminster.edu/ICS/Campus_Life/Campus_Groups/Professional_Development_Center/

Programs and services are available to all Westminster students and alumni.

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PUBLIC SAFETY

James (JJ) Walker, Director of Public Safety, 724-946-6216
Lisa Craig, Assistant Director of Public Safety, 724-946-6217
Public Safety Office, 724-946-7126
Emergency Dispatch, 724-946-7777

Westminster College maintains a staff of public safety officers to assist and protect individuals, to protect College property, to control parking, and to report infractions of the Student Code of Conduct.

Students, faculty members, and staff are encouraged to immediately report any thefts or unusual incidents by calling Public Safety, 724-946-7777. Assistance is available 24 hours a day. This number connects the dialer to the contracted off-campus dispatching service that will direct an officer to the specified location. The Director of Public Safety is located in McKelvey Campus Center, Room 266. The Assistant Director of Public Safety is located in McKelvey Campus Center, Room 267. The Public Safety Office is located in the Campus Center, Room 268.

ESCORT SERVICE

Public Safety personnel provide an escort service for students on campus. Students wishing to utilize this service should call 724-946-7777.

CLERY AND FIRE REPORT

These annual reports are prepared and managed by Public Safety and can be found in the Public Safety portion of the College website. The report provides emergency information, criminal statistics, and fire information for the previous three years.

EMERGENCY PREPAREDNESS

Campus emergency procedures can be found on My.Westminster. This link provides information on emergency alert systems that may be used to communicate information in case of an emergency. There is also a link to a Student Emergency Situation Checklist.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes—before law enforcement arrives on the scene—individuals must be prepared both mentally and physically to deal with an active shooter situation.

ACTIVE SHOOTER EVENTS: When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. Since incidents vary, educate yourself and others on three options:

>>>RUN (escape/evacuate)
>>>HIDE (in locked areas/out of site) and/or
>>>FIGHT (last resort, physical aggression)
RECYCLING

Westminster College, in compliance with Pennsylvania’s Covered Device Recycling Act, prohibits the throwing out of any electronic device. (Anything that operates with an electrical cord or batteries.) A campus-wide e-recycling program ensures Westminster College’s compliance with this new law. Drop-off locations for expired technology are available in each of the residence halls. A contracted R2 certified electronics recycler ensures that all items are recycled responsibly. The college appreciates your assistance in meeting this mandate through responsible recycling and respecting our environment.

OTHER ITEMS

There are many recycling options available to the Westminster community. See this website:
https://my.westminster.edu/ICS/Campus_Life/Campus_Groups/Campus_Sustainability_Committee/Campus_Recycling_Database.jnz

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REGISTRAR

Scott Wignall, Registrar, 724-946-7135
Colleen Hannon, Associate Registrar, 724-946-7137
Rachel Burns, Registrar Coordinator, 724-946-7138

The Registrar’s Office is located in 107 Old Main. The Registrar and staff are available for help with questions regarding students’ academic records, academic requirements, and progress towards graduation. The office maintains academic records for all students; produces official transcripts upon written request; creates and updates the online schedule of courses each semester; verifies student enrollment; and coordinates course registration and student schedule changes. Reservations for use of classrooms are made through the Ad Astra, the online room reservation system. Students are responsible for meeting all posted deadlines. Please allow sufficient time for processing requests.

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STUDENT AFFAIRS

Carllos D. Lassiter, Vice President for Student Affairs and Dean of Students, 724-946-7110
Gina Vance, Assistant Vice President for Student Affairs: Campus Engagement, 724-946-7110
Jeter Smith, Associate Dean of Student Affairs for Residence Life and Student Conduct, 724-946-7110
Francesca Manilla, Assistant Director for Student Engagement, 724-946-7110
Kathy Suosio, Secretary, 724-946-7110
Linda Thomas, Secretary, 724-946-7111

The Student Affairs Division is staffed by professionals and paraprofessionals who deal with all facets of student life at Westminster. The central office is located in the McKelvey Campus Center. Our staff is here to provide assistance to both the individual student and to student groups, with an emphasis placed on personal growth and development.

Student Affairs is responsible for:
- Airport Shuttle
- Campus Activities Scheduling
- C.A.R.E. Team
- Club Room (our non-alcoholic pub)
- Diversity and Inclusion
- First-Year Student Orientation
- Fraternity and Sorority Life
- Judicial Affairs
- Leaves of Absence and Withdrawals from the College
- McKelvey Campus Center (including reservations and tech requests for Berlin Lounge/Club Room)
- Public Safety
- Residence Life
- Student Activities and Campus Programming
- Student Government (SGA)
STUDENT ACCIDENT INSURANCE
Janet Smith, Business Manager, 724-946-7139

All students are asked to read the brochure titled Student Accident Insurance Program, which can be found at: https://mys.westminster.edu/ics/Campus_Life/Campus_Groups/Business_Office/Student_Insurance. The plan year for the policy begins Aug. 1 of the enrollment year and continues through July 31 of the following year. This insurance is provided to all undergraduate students and is included in the student’s activity fee.

A student who does not consult the College Student Health Center (SHC) staff will be considered a private patient and will be charged accordingly by any doctor giving treatment.

Insurance claim forms and instructions on claim procedure are available at the SHC or the Titan Card Office in McKelvey Campus Center. Written notice of a claim must be filed with the insurance company within 20 days after the occurrence or commencement of any loss covered by the policy. Written proof of loss (medical bills) must be furnished within 90 days following the date of such loss.

It is the responsibility of the student to file notice of loss and to present all bills. (Both of these requirements may be completed through the SHC or the Titan Card Office in McKelvey Campus Center.) Failure to comply may result in denial of responsibility for payment of the claim by the insurance company. The insurer is relieved of any liability resulting from the insured failing to carry out this responsibility.

Students graduating from Westminster or withdrawing for any reason must pay all outstanding medical bills prior to official clearance. Any portion subsequently covered by insurance will be refunded to the student.

TITAN CARD
Barb Linebaugh, Titan Card Coordinator, 724-946-6071

A Titan Card is issued to each incoming first-year or transfer student during orientation. Students are required to carry their Titan Card with them at all times for personal identification when on campus; the card is also useful for that purpose off campus. The Titan Card serves additional multiple purposes: a meal card for students on a meal plan; a residence hall exterior door key; and a campus debit card. It is used to make purchases at Food Service locations, Bookstore, Titan Gift Shop, and mailroom. Titan Card with Titan Dollars can be used at Sheetz, located on Wilmington Road in Neshannock Township, and Gilliland’s Market, located on South Market Street in New Wilmington. Admittance to cultural and athletic events and checkout of library materials require presentation of the Titan Card.

A $20 fee is charged for replacement of a lost card or $10 fee is charged for replacement of a damaged card.

Complete information is available at the Titan Card Office located on the second level of McKelvey Campus Center, across from the Professional Development Center.

WELLNESS CENTER

COUNSELING SERVICES
Melissa Baron, Director, 724-946-7340
Sarah Gellman LPC, Counselor, 724-946-7340
Melinda Wise LSW, Counselor, 724-946-7378

The Wellness Center, located in Shaw Hall, is an integrated health care facility that provides general health services for illnesses and accidents, short term mental health counseling services, and wellness promotion for the students of Westminster.

Counselors are usually on campus weekdays from 9 a.m. to 5 p.m. Appointments can be made by calling the Counselors directly at 724-946-7340 or 724-946-7378, or Health Services at 724-946-7927. All students are welcome and a philosophy of diversity is embraced. Appointments can usually be arranged within one or two days; however, if there is a crisis situation, the Counselor will make every effort to see the student immediately. Students seek counseling for a variety of reasons. Some of these issues include anxiety, depression, stress management, relationship or family problems, sexual identity/orientation, eating issues and/or anything that may be getting in the way of the student being able to function adequately. The Counselor conducts sessions in a relaxed and safe atmosphere with strict adherence to confidentiality. Exceptions to confidentiality
include suicidal behavior, the threat of violence to someone else and/or any life threatening situation. Services are offered in the form of individual or group sessions. The Counselor also provides consultation to faculty, administration, and parents if needed.

HEALTH SERVICES
Melissa M. Baron, Director, 724-946-7927
Mary Ann Tomo, Nurse
Suzanne Zack, Nurse
Anthony Uberti, Physician
Erica Cress, Physician Assistant
Angela Nicastro, Physician Assistant
Margaret Zachewicz, Physician Assistant

The Wellness Center, located in Shaw Hall, is an integrated health care facility that provides general health services for illnesses and accidents, short term mental health counseling services, and wellness promotion for the students of Westminster.

Our health services clinic operates much like a doctor’s office. The clinic is staffed by experienced registered nurses who are available for consultation on a walk-in basis between 7:30 a.m. and 3:30 p.m., Monday-Friday. The college physician or physician assistant holds daily clinic hours by appointment. Appointments are available from 1 p.m. to 3 p.m. on Monday and Thursday, from 8:30 a.m. to 10 a.m. on Tuesday and Wednesday and from 8 a.m. to 9:30 a.m. on Friday. Diagnosis and treatment for acute and chronic health issues is available as well as referral to community providers for more complex health care needs.
RESIDENTIAL LIVING
AT WESTMINSTER

One of the greatest experiences in college is living in community. Residence hall living gives students the unique opportunity to live and interact with a variety of people. Students living in residence halls do better academically, are less likely to drop out, are more likely to graduate in four years, and are more likely to be involved in college activities and develop leadership skills. Thus, Westminster College regards the residential experience as an integral part of the education of a student.

Westminster College has 10 residence halls that house approximately 1,130 students. The Associate Dean of Student Affairs for Residence Life and Leadership Development is responsible for supervising Residence Life staff, formulating residential policy, and overseeing programmatic efforts. The Director of Physical Plant is responsible for residence hall custodial services, building maintenance, and upkeep. It is a joint effort to provide an environment that is conducive to the personal development and education of each student.

MISSION STATEMENT

The mission of the Residence Life program at Westminster College is to contribute to the development and education of students by creating inclusive communities in which students can:

- feel safe to explore new ideas
- be challenged to relate to others with respect and compassion
- be supported in self-discovery
- be supported to solve problems autonomously

Rooted in the Westminster College mission, the mission of the Residence Life program supports the academic endeavor of students. Further, the Residence Life program supports the quest for excellence that Westminster College espouses for all students. To this end, the following are learning outcomes for students involved in the Residence Life program:

Knowledge acquisition, integration, and application
- Students will learn life skills and will be able to connect classroom learning to real life experiences.

Civic Awareness and Engagement
- Students will learn to contribute to and affect positive change within individual communities and the world at large.

Intra/Interpersonal Relationships
- Students will learn about self through reflection, learn about others through collaboration, and develop communication skills to connect the two.

Diversity Awareness/Cultural Competence
- Students will discover that their unique experiences, beliefs, values and culture affect the way they see the world and others in it.

Identity Development
- Students will participate in programs, processes, and leadership opportunities that assist in the development of their sense of spirituality, purpose, worldview, and authentic identity.

HOUSING REQUIREMENTS

Residence hall rooms are assigned with the understanding that they will be occupied for the entire academic year. All full-time undergraduate students are required to live in a College residence hall unless at least one of the following criteria is met:

- Resides in the permanent home of a parent(s) or legal guardian within 30 driving miles of the College. Verification from parent/guardian is required. Students may only commute from the home of a parent or legal guardian. Students enrolled prior to Fall 2018, the driving mileage is within 50 miles of the College.
- Has resided in a residence hall for at least four years.
- Has reached the age of 23 prior to the term(s) for which the request is made.
- Is given special permission in writing by the Office of Student Affairs to live at his fraternity house. To be eligible,
a fraternity member must be enrolled at the College, have at least junior standing (generally 62 credit hours), have at least a 2.0 GPA, and must demonstrate responsible behavior as a member of the Westminster College community. The College’s policy with regard to allowing sophomores to live at houses is limited to those elected to the positions of President, Vice President, Secretary, Treasurer and Risk Manager. Fraternity members are not permitted to move from a fraternity house to an off-campus location without written permission from the Office of Student Affairs.

- Participates in the Off-Campus Lottery held each year as part of the Westminster College Housing Selection process. To be eligible to participate in the lottery, students must have lived on a college campus for 3 semesters and sophomore class standing, have at least a 2.0 GPA, and be able to demonstrate responsible behavior as a member of the Westminster College community. Students obtaining permission to reside off-campus through the lottery must submit a copy of their signed lease to the Office of Student Affairs to be kept on file. Failure to do so may affect a student’s off-campus housing status.

- The College reserves the right to take disciplinary action against students who violate the Housing Requirements policy. Violations include, but are not limited to, residing in off-campus housing without the expressed written permission of the College. Sanctions include, but are not limited to, restitution for room and board.

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**COMMUTER STATUS**

Commuter status is reserved only for students who are living in the permanent home of one or both parents or legal guardians. In order to obtain commuter status, written and verbal notification from the parent or legal guardian is required. Additionally, a student must be living within 30 driving miles of the College to be eligible for commuter status. Students wishing to commute the following academic year should notify the Office of Student Affairs of their intention by June 1. Notification after June 1 will result in a contract breakage fee of $125.

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**ACCOMMODATIONS FOR DISABILITIES**

Westminster College works very hard to accommodate students with special needs or disabilities. If a student’s medical condition requires special consideration by the College, Housing Accommodation Request Forms are available at my.westminster.edu/ICS/Campus_Life/Campus_Groups/Residence_Life/Medical_Accommodations.jnz. The forms should be completed in full by an appropriate and qualified medical professional including, but not limited to, a physician, medical specialist, psychologist, psychiatrist, or counselor and submitted to the Director of Disability Resources. The College will use the information shared on these forms to develop a strategy to best meet the needs of that particular student. Please understand that due to the number of students that suffer from allergies and chronic respiratory illnesses, the College cannot provide special accommodations in such situations unless a major life activity is substantially limited. The College will provide necessary equipment to accommodate students qualifying under the Americans with Disabilities Act.

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**RESIDENCE LIFE STAFF**

Jeter Smith, Associate Dean of Student Affairs for Residence Life and Student Conduct
Sarah Brunson, Residence Director, Browne Hall/Galbreath Hall
Edward Green, Residence Director, Shaw Hall
Autumn Kanakis, Residence Director, Ferguson Hall/Thompson House
Natalie Rice, Residence Director, Eichenauer Hall
Danielle Richardson, Residence Director, Russell Hall

Residence directors (RDs) and community advisers supervise the Residence Life program in the residence halls. They work with students, resident assistants (RAs), and the Office of Student Affairs to provide an environment where each student can reach his or her fullest potential.

Resident assistants are upperclass students who live within each residence hall community. They are available to assist with any questions or problems students may have. In addition, they act as an information source and handle assigned administrative responsibilities. Their goal is to interact with residents, helping to build and maintain a sense of community within the residence halls. They also strive toward bridging the classroom experience with residential living through educational and social programming, and to nurture a sense of mutual respect and responsibility in the residence halls.
RESIDENCE LIFE POLICIES

ALCOHOL

Alcohol and illicit drugs are prohibited on the grounds of Westminster College. Employees, students, and visitors are not permitted to possess or use any of these substances while on College property.

Because they are under the age of 21, Pennsylvania law prohibits most Westminster students from drinking alcoholic beverages. For the sake of reasonable administration, and in order to create the best possible living and educational atmosphere, there shall be no use, possession, sale, or serving of alcoholic beverages by any student while on or in College property. In fairness to our students, the same policy applies to guests and visitors to our campus.

Students found to be in possession of alcohol or illicit drugs on campus will face disciplinary action through the College Code of Conduct and could face criminal prosecution as well.

APPLIANCES

Refrigerators are permitted in student rooms; they must be stamped with a visible and acceptable Underwriters Seal of Approval and may not exceed 4.3 cubic feet in size. Air conditioners or freezers are not permitted in residence hall rooms. Microwave ovens are permitted in student rooms only if they have a power rating of 1100 watts or less. Refrigerators, stoves, and dishwashers are provided in Berlin Village.

Other appliances such as fans and Keurig-style coffee makers (coffee makers with an exposed heating or warming element are not permitted) are allowed for individual use in rooms. Exposed heating element appliances such as George Foreman grills, toasters and toaster ovens are not permitted, with the exception of Berlin Village.

To conserve energy and minimize the risk of power failure, the College reserves the right to restrict or limit the use of electrical appliances. In addition, the College does not allow students to regulate thermostats or have air conditioners in rooms.

CARE OF FACILITIES AND DAMAGES

An important part of living in a community is demonstrating respect for fellow residents by taking responsibility for the community environment. Residents assume a shared responsibility for the proper maintenance of their rooms and the common areas of the residence halls. Westminster College provides daily cleaning service to all public areas of residence halls, and students are expected to help maintain these areas. Berlin Village residents are responsible for cleaning within the townhouse, including bathrooms.

Students are liable for damage to College or student property caused by negligent or willful actions. In extreme cases, when the persons responsible for damages cannot be identified, the College may assume the financial loss for the initial vandalism. However, subsequent damages by unidentified persons will be the financial responsibility of the community. Please keep damage costs down by playing sports outside of the building. Residence Life and Physical Plant Staffs regularly inspect all rooms and common areas.

A Room Condition Form is completed by each student as they move into a residence hall room. The exact condition and contents of the room are noted at that time. When a student checks out of a room, the initial condition of the room will be compared against its current state. Any damages beyond normal wear and tear will be assessed to the room’s occupants. Residents who wish to check out of their rooms must do so with their RA to complete the necessary steps and paperwork involved. A $15 improper check-out fee can be avoided by taking the few minutes necessary to check out properly when rooms are vacated.

EMERGENCY PROCEDURES

All residence halls and many administrative buildings are equipped with fire alarms and fire suppression systems that are inspected annually. Pay close attention to posted directions in residence halls regarding emergency procedures. A planned alarm and complete evacuation of the residence hall constitutes a fire drill. Four fire drills will be conducted annually in each residence hall. The first fire drill will be conducted within the first ten days of occupancy. Additional fire drills will be scheduled throughout the year to replicate different activity periods on any given day. A minimum of one drill will be conducted after dark. When the alarm sounds, Pennsylvania law requires that everyone will immediately evacuate the building, even though it may be a false alarm. A complete report of monthly fire drills is available in the Office of Student Affairs. Occasionally a fire alarm will sound in the building for reasons that do not involve an actual fire (i.e., system trouble, burned popcorn) and cannot be counted as fire drills.

Tampering with any fire safety equipment, such as extinguishers, exit lights, hoses and alarms, or failing to evacuate a building when an alarm is sounded are serious offenses. Violators are subject to disciplinary action and may be referred to civil authorities.
FURNISHINGS
Westminster College furnishes beds, mattresses, desks and chairs, curtains/blinds, closet space, drawerspace, and wastebaskets. Furnishings provided by the College may not be removed from the room without prior approval from the Office of Student Affairs. Students should provide their own bedding, towels, rugs, and other personal necessities. Berlin Village residents should provide their own wastebaskets.

Platforms and lofts are not permitted. All rooms are equipped with loftable/bunkable extra long twin-size beds. Safety bars are an important part of each loft kit and are used to stabilize the bed. Please ask a Residence Life staff member for a safety bar.

GUESTS/ESCORT
Residents are responsible for the conduct of their guests and for informing them of College policies and residence hall procedures. Residents of the residence hall must escort guests throughout the building—bedroom door to main door. An escort is required throughout the entire building. This means students must escort guests to the public restrooms or completely out of the building upon departure. This is also applicable to lobbies during non-visitation hours.

Immediate family members of residents may visit students’ rooms before regular visitation hours with the permission of the Residence Life Staff. Regular visitation policy applies to brothers and sisters who are attending Westminster College concurrently. Within guidelines of the College visitation policy, residents who wish to invite guests to stay overnight with them may do so at any time, with the understanding that the maximum stay is three days within any 14-day period. Permission to stay additional days must be obtained from the Office of Student Affairs.

HEALTH AND SAFETY
Living in community means that a balance must be struck between the individual rights of residents, while respecting the needs of the community as a whole. Therefore, the following policies are in place to ensure the health and safety of each resident.

Pets are not permitted in residence halls and town houses on campus. Exceptions to this policy are fish in freshwater aquariums inside occupants’ rooms.

Prohibited items include firearms, ammunition, weapons, fireworks, candles, incense, open flames, gasoline, flammable materials, and motor vehicles.

The College provides curtains in each room that are made of flame-retardant material. These curtains must be kept in place.

Please don’t put your fellow residents at risk for potential fire by having candles in residence hall rooms. Avoid administrative fines for candle possession by leaving candles at home. Students may use electric tart burners or wickless candles that never contained a wick.

Due to fire concerns, halogen/torchiere lights must be low wattage and UL approved; string LED lights are permitted at any time, but traditional (non-LED) lights including Christmas lights and any other decorative string lights are not permitted at any time.

Personal belongings and large objects are not permitted in residence hallways due to potential hazard(s) in the event of a fire or other emergency.

Decorations and displays erected in a manner that block or obstruct an exit, hallway, circuit breaker panel, fire hose cabinet, smoke detector, or fire extinguisher are prohibited. Side entrances and exits, as well as windows, are to be used only in emergencies.

Screens are to be kept in windows at all times. There is a $50 fee per screen to reinstall removed screens. Students are not permitted to keep live trees, exercise weights, or anything that extends outside room windows. Due to safety concerns, roofs, overhangs, attics, and marked physical plant spaces are off-limits to students as well.

HEATING
To address residents’ comfort while conserving energy, Physical Plant follows this schedule: Heat is provided from Oct. 1 through April 30. As the need arises, the Physical Plant office, in consultation with the Office of Student Affairs and the National Weather Service, may adjust the established heating “on” and “off” dates. Due to the size and complexity of the College’s heating system, it may take anywhere from 12 to 24 hours for the effects to be realized within the halls.

Personal space heaters are not permitted in individual residence hall rooms or other residential spaces. Students should contact their Resident Assistant if they are finding issue with the temperature of their room. If it is determined that the temperature is not within acceptable limits the Resident Assistant will make the appropriate contact with the Physical Plant Office. If the Physical Plant Office deems the heat to be malfunctioning, the Physical Plant Office will provide appropriate space heaters to the student on a temporary basis until the heating issue is resolved.
HOLIDAY DECORATIONS
Decorating community hallways is a long standing holiday tradition, but needs to be done in a way that ensures the safety of all residents and does not cause damage to the building. Hall decorations should be removed within one week of a holiday (trick-or-treat) or before the residence halls close for a holiday break.

To minimize damage to the buildings, only masking or painter’s tape should be used to hang decorations (not duct tape). Please do not use tape on the floor. Nothing should be hung from ceiling tiles as they are easily broken and are often in areas where fire suppression equipment is located.

Fire code requires that corridors and egress routes remain unimpeded. Therefore, “Exit” signs and fire suppression equipment (extinguishers, sprinkler heads, sensors, etc.) must remain uncovered. Additionally, door decorations should leave at least one-inch uncovered around the perimeter and the number plate must remain visible. Doors cannot be wrapped.

Please do not leave objects on the floor that might cause tripping. Decorative lights should be unplugged when not attended. Finally, decorations should be inclusive and participating students should be considerate of students not taking part. Remember to be courteous if you are asked to move or remove decorations for any reason.

INTERNET ACCESS
Free wi-fi is available throughout campus, including in the residence halls. For more information about how to connect your devices to the wi-fi, please visit my.Westminster.edu, select “Need Tech Help” and then “Connecting to the Wireless Network & Mobile Email” to find detailed instructions.

If you need further assistance, let us know by contacting LIS Help (lishelp@westminster.edu; 724-946-6000).

KEYS/TITAN CARDS
Your Titan Card is used for access to your residence hall. If it is lost, report that information immediately to the Public Safety Office located on the first floor of McKelvey Campus Center so that the card can be deactivated. Obtain a replacement card from the Titan Card Office, on the second floor of the McKelvey Campus Center.

Titan Card access to Ferguson Hall is given to all sorority women for the use of chapter rooms and entry to the building for formal sorority events (recruitment parties, meetings, etc.). Misuse of Ferguson access will result in loss of the card access privilege.

Each resident student is issued a room key. Replacement cost for your room key is approximately $50, due to the necessity of an entire lock change. This cost is nonrefundable and subject to change during the year. To ensure the safety of a student and his or her belongings, lost keys should be reported to the Residence Director within 24 hours. A spare key may be obtained from a Residence Life Staff member until a lock change occurs and new keys are cut. College keys are not to be duplicated by students.

Laundry hall room keys must be returned during the official checkout period or when room is permanently vacated. Students will be billed for any keys not returned at this time.

If a student is locked out of his or her room, a Residence Life staff member will unlock a room. Students who overuse this service will be subject to judicial action. A student will not be allowed entrance into rooms other than his or her own for any reason.

LAUNDRY
Washers and dryers are available free of charge to the residents of each hall. Residents are responsible for adhering to posted laundry room regulations. Each townhouse in Berlin Village has a washer and dryer. All washers on campus are high efficiency and therefore HE detergent must be used.

LOBBIES
Residents may have non-resident guests in their main lobbies at any time. In all of Westminster’s residence halls, students are responsible for the conduct of their guests. The Residence Life Staff is authorized to ask guests to leave the building if their conduct disturbs the orderly operation of the residence halls.

OFF-CAMPUS OVERNIGHTS
It is suggested that students who will be leaving New Wilmington for any extended period of time should inform their RA or another student of their destination, a phone number where they may be reached and approximate time of their return. This will enable the College to reach a student in case of an emergency.
OUTDOOR AREAS

Outdoor areas are public space and should therefore be free of clutter and storage of students’ belongings. Specifically, Berlin Village residents may decorate the porch of their unit. However, decoration must be tasteful, uncluttered, and must not limit egress from the unit.

Items such as bikes, shoes, and furniture should not be stored outside the Berlin Village townhouses. Students are not permitted to have grills with the exception of those provided to Berlin Village residents through reservation in the Student Affairs office.

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PERSONAL BELONGINGS

Residents are responsible for the security of their personal belongings. Westminster College cannot assume responsibility for stolen, lost, or damaged articles in residence halls. It is recommended that students insure their personal property and always lock rooms when unattended.

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QUIET HOURS

Students have the right to uninterrupted sleep and study in their rooms. Courtesy hours are in effect 24 hours a day.

Since Westminster College seeks to establish a community that is governed by mutual respect, a student’s polite request for the cessation of noise should be heeded. If a personal request for a quieter environment goes unheeded, the student should notify a Residence Life Staff member. During quiet hours, the noise level generated by any individual should not exceed the confines of his or her room. Individual communities may expand the number of quiet hours; however, individual communities may not decrease the number of quiet hours below Residence Life guidelines:

- **Sunday through Thursday nights**: 9 p.m. – 9 a.m.
- **Friday and Saturday nights**: 1 a.m. - 10 a.m.

The College provides practice spaces for musical instruments. Students interested in practicing drums, guitars, keyboards, or other musical instruments should contact the Music Department for practice space.

Students should be familiar with the quiet hours policy, adhere to it, and inform visitors of that community’s policy. Residence Life Staff provides support and assistance in these efforts, but the primary responsibility of maintaining quiet in the halls rests with each individual.

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RIGHT OF ENTRY

The College reserves the right to enter any room to perform routine maintenance duties, to inspect any room for reasons of health or safety, and to determine if College policy is being violated. Upon entering the room, the College official may confiscate material believed to be associated with an alleged violation of Westminster College policy if the material in question is in plain view. The above may take place whether or not the occupant is present.

Searches of the room, its contents, and personal effects are not made except when authorized by the Vice President for Student Affairs and Dean of Students or his designee, and then only in the presence of the occupant(s) unless it is impossible to locate the occupant(s) to give them sufficient notice. The Office of Student Affairs recognizes and respects an individual’s right to privacy.

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ROOM ASSIGNMENTS

The Office of Student Affairs makes room and roommate assignments for incoming first-year and transfer students. Upperclass residents choose their roommates and assignments through the Housing Selection process, conducted each spring semester. Students living in theme housing conduct their own housing selection process.

The housing selection process for upperclass students is structured in a way that gives preference to a student’s class standing. Within the various classes, room selection order is determined by random lottery of numbers. For example, all seniors will have first choice during general room drawing, and will use their randomly assigned lottery numbers to determine the order in which seniors will select rooms with their roommate(s). Juniors, sophomores will follow.

Information Services has worked with Residence Life to develop a random number generator that assigns lottery numbers to all undergraduate students. Information (name, student ID number, class standing for spring semester as designated by the Registrar’s Office, and lottery number) is printed on a brightly colored card that is sent to students through campus mail. This card is required for the single, double, triple, or quad room drawing process. Numbers are non-transferable. Roommate pairs/groups should use the lowest lottery number for the pair/group.
Room selection for Berlin Village also occurs in the spring semester. Criteria used in the selection process include student’s class standing, semesters lived on campus, GPA, and demonstration of responsible behavior as a member of the Westminster College community. Information regarding this process will be made available in the fall semester.

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**ROOM CHANGES**

Part of Westminster College’s educational mission is to assist students in developing the skills necessary to maintain respectful and healthy relationships with others. Students experiencing difficulties with their roommate and the subsequent room assignment should first contact their RA and have the responsibility to first work toward reaching a resolution to the conflict. All members of the Residence Life Staff are trained to assist students in working out these problems. The Office of Student Affairs will consider room and roommate changes only after the students involved have made a serious effort to explore all alternatives to a change. For administrative reasons, room changes cannot be permitted during the first two weeks of each semester for upperclass students, and the first month for first-year students.

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**ROOM CONSOLIDATION**

At times it may be necessary for the Office of Student Affairs to consolidate within the residence halls. Students from one room may be split up or moved from one room to another. This usually occurs for reasons of discipline, safety, health, irresolvable conflict, maximum space utilization, or for other situations deemed necessary by the College. The Office of Student Affairs will attempt to give the students involved at least 48 hours notice when a move is made. In emergency situations, this may not be possible.

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**ROOM PAINTING**

Westminster strives to provide students the opportunity to personalize their home away from home. Students who wish to paint their rooms should obtain a Room Painting Information Packet from the Office of Student Affairs. Rooms may not be painted without prior approval from Physical Plant and the Office of Student Affairs. Forms must be completed and submitted to the Physical Plant Office no later than two weeks before the last day of finals.

Charges will be assessed for the unauthorized painting of a room, or if the College has to paint over anything a student may have added to the wall (writing, stenciling, graffiti, etc.) during the course of the year. Residents of Berlin Village and Thompson House may not paint their rooms or common areas.

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**ROOM VACANCIES**

If a student does not show up for the opening of an academic semester, or later vacates the room, the remaining occupant(s) must provide ample area in the room in the event another student is assigned to that vacant space. The College reserves the right to fill vacancies in rooms at any time, and to relocate students if circumstances require. Students living off-campus while abroad and/or student teaching are guaranteed a residence hall space when they return to campus. The College tries, but unfortunately cannot guarantee a specific housing assignment.

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**SMOKING/TOBACCO USE IN RESIDENCE HALLS**

Smoking is not permitted in residence halls or Berlin Village. To locate complete smoking and tobacco information, please use the index or refer to this Handbook’s Section Four: College Policies and Procedures.

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**SUITES IN EICHENAUER HALL**

Eichenauer Hall’s rooms are arranged so that two double occupancy rooms typically share a common bathroom. Should residents choose their room and roommate during the “Quad Housing Selection Process”, the College would consider the three rooms as one shared living area. Consequently, all four residents would also share in the responsibility for all three rooms (two living/sleeping rooms and bathroom) in that suited living arrangement, including its contents, activities and damages.

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**VACATIONS AND BREAKS**

All residence halls close during fall and spring breaks, Thanksgiving, Winter, and Easter. Residents may not remain in College housing beyond the announced closing hour or day, or return to the residence hall prior to the announced opening unless given special permission by the Office of Student Affairs. Students must vacate their rooms within 24 hours of their last final exam or final class period each semester. Residence Life and Public Safety staffs are authorized to enter all rooms to ensure that all health
and safety standards are met. Students who fail to comply with break housing procedures are subject to judicial action. Students will be informed of break housing procedures prior to each break.

The College can provide housing for students over breaks, given that the student’s presence is integral to the operation of the department/program they represent. Permission for these students to stay in residence halls over break must be made in writing by the department/program head. Other students experiencing extenuating circumstances requiring their presence over College breaks should contact the Office of Student Affairs. Residents given permission to stay, but not participating in an authorized College program, may be charged a per night fee. Guests are restricted to only those Westminster students permitted to reside in the residence halls during the break period. Westminster College policies are in effect during break periods.

Berlin Village residents are permitted to stay in their townhouses during any academic break. The only exception is during Winter Break when the College is closed between Christmas Eve and New Year’s Day. Exact dates will be communicated closer to the actual break.

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**VENDING MACHINES**

Snack vending machines are available in residence halls for the students’ convenience. If money is lost in the machine, notify the Titan Card Office so that a refund may be obtained. Malfunctioning vending machines should be reported immediately to the Titan Card Office. Illegal or improper use of vending machines is subject to disciplinary action, including suspension or civil prosecution.

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**VISITATION**

The College allows students latitude in determining when they will entertain guests in their residence hall rooms. A guest is defined simply as a person who has not been assigned by the Office of Student Affairs to that room. The rights of each room occupant to a peaceful room where they feel comfortable to sleep, study and live supersede the privilege of either roommate to have guests in the room. All students assigned to a particular building are allowed open access to visit other residents who also live in that building so long as they are welcomed by all residents of the room.

The College’s Visitation Policy will be discussed at the opening floor meeting of the year. At that time, each building’s residents will have the opportunity to review and amend the policy. Only two items within the existing policy may be changed. They are: (1) to allow open access to the building, by students living in other residence halls; and (2) to further limit the current visitation policies as outlined below.

Visitation hours are:

Sunday – Thursday
Begins each day at 11 a.m. and ends at 11:59 p.m. on that day

Friday – Sunday
Begins at 11 a.m. on Friday and ends at 11:59 p.m. on Sunday

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**WEAPONS**

Pennsylvania law and/or Westminster College policy prohibit the possession, use or storage of weapons or dangerous materials of any type or description anywhere on Westminster College property. This includes, but is not limited to, firearms, compressed-air or gas-operated guns, pellet guns, BB guns, illegal knives, swords, explosive devices, fireworks, ammunition, or any other dangerous or offensive weapon as defined in the Pennsylvania Crimes Code, Section 908c. Additionally, the College prohibits the possession of any non-folding knife designed to be carried in a sheath, and any folding knife commonly referred to as a “pocket knife” unless it has a blade of less than three (3) inches in length.
RECOGNIZED STUDENT ORGANIZATIONS

Definition
A recognized student organization is one that has successfully completed the recognition process and has received official status from the College. As such, it has earned the benefits and privileges associated with recognized student organizations and will be held to fulfill the responsibilities required of all student organizations. The Student Experience Council (SEC) is charged with administration of the recognition and review processes. Students interested in starting a new student organization at Westminster College must notify the Student Affairs Office, in writing, of their interest in starting an organization.

Benefits and Privileges
Official College recognition allows student organizations the right to apply for funding through the Student Government Association (SGA), utilize College-owned facilities for meetings and gatherings, use specified College media outlets for announcements and event promotion, and receive assistance and advice from College personnel.

Prospective organizations may use the facilities of Westminster College for information and interest sessions prior to recognition providing the meetings are approved by the Student Affairs Office in advance and the desired facility is available and scheduled through the appropriate office. Recognized student organizations may receive priority of facilities, even if the prospective organization submitted the request first.

Prospective organizations may not apply for funding through the SGA or host campus events until they have successfully completed the registration process.

Organization Statuses
The College reserves the right to deny gatherings of students who do not fall into any of these definitions.

Prospective Student Organizations are organizations that are working with the Student Affairs Office toward gaining active status and official College recognition.

Active Student Organizations are organizations that meet all of the annual responsibilities and are provided all of the benefits and privileges.

Inactive Student Organizations are organizations that are placed on a two-year hiatus either through conscious choice or sanction assigned by the SEC.

- Conscious Choice – An organization may choose to become inactive, membership may drop below five (5) students, or officer positions may be vacant. Inactive status will last up to 2 years at which time the organization will close. The officers must meet with a representative from the Student Affairs Office prior to reactivation.
- Sanction

Probationary Student Organizations are organizations that have been placed on probation as a result of failing to meet the responsibilities of active organizations with provisions from the SEC or for a violation of local, state, and federal laws or College policy.

Closed Student Organizations are organizations that were once active student organizations that have lost official College recognition. An organization must remain closed for a 2 year period at which time a new group of students may participate in the recognition process through the SEC for a similar organization.

STUDENT ORGANIZATION EXPECTATIONS

Annual Report
Once a year, each student organization must submit a Student Organization Annual Report to the Student Affairs Office, to be
evaluated by a representative from the office. The annual report will provide the Student Affairs Office with updated executive officers, organization members, and other important information about the student organization. This form will also be shared with SGA in preparation of the Audit and Allocation process. Failure to submit this form may result in being moved to inactive status.

**Responsibilities of Student Organizations**

To retain recognition and active status, a student organization must:

- Complete the **Student Organization Annual Report** form.
- Retain an advisor approved by the College.
- Maintain digital copies of a current (national, if applicable) constitution and/or by-laws in the Student Affairs Office.
- Submit to the Student Affairs Office any revised constitution or by-laws of the organization.
- Uphold the purposes and goals under which the organization was granted recognition and the purposes and goals of the College.
- Maintain at least five (5) current members. (Honor Societies may maintain recognition with less than five members). *If an organization fails to maintain at least five current members for a period of one calendar year, it will be considered to be inactive.*
- Be financially responsible: successfully pass the SGA annual audit and remain debt free.
- Successfully complete the organization self-assessment review process every five (5) years through SEC.
- Abide by the policies of Westminster College.

**Election of Officers**

- SGA elections take place in February, with Campus Programming Council (CPC) officer selection occurring immediately following SGA elections.
- Sorority and Fraternity Life elections are determined by their national headquarters.
- All other active student organizations must elect executive officers by the end of the academic year. *Transition meetings between outgoing and incoming officers should occur before the end of the academic year, so that incoming officers feel adequately prepared.*
- Any officer changes made outside of the official election of executive officers must be submitted to the Student Affairs Office immediately following elections.

**Organization Finances: Audit and Allocation Process**

- Each student organization is provided with an account with the College’s Business Office and must maintain their finances through this assigned account. Outside checking/savings accounts are not permitted for recognized organizations who receive funding from SGA.
- Only the treasurer, president, and advisor may access the account. The organization is required to keep on record in Student Affairs the names of the current treasurer and president. These positions cannot be held by the same student.
- **Student Organization Treasurer’s Guide** can be found at www.westminster.edu/student/activities
- Audits are conducted by the SGA at the end of each academic year for each student organization.
- SGA budget allocations will occur at the **Student Organization Officer Annual Leadership Retreat**.
- Student organizations must pass their audit in order to be eligible for an allocation for funding through the SGA.

**Student Organization Officer Annual Leadership Retreat**

- Student organizations will be invited to attend the retreat if they are officially recognized or have registered as a prospective organization during the previous semester, have sufficient membership to maintain active status, and have elected officers.
- To be eligible for funding through the SGA, organizations must send two officers/members to the **Student Organization Officer Annual Leadership Retreat**.

**Periodic Review**

- Once every five (5) years, each student organization is reviewed by the SEC to determine if the organization is functioning
according to its constitution and/or by-laws and upholding the philosophy, purposes and goals of the organization and College. The SEC will review an organization’s completed Self-Assessment Report.

- If an organization fails to submit the Self-Assessment Report, the Student Affairs Office will remind the organization in writing. All funding through SGA is withheld until the Self-Assessment Report is submitted and reviewed by the SEC.
- Failure to respond to a second notice to submit the Self-Assessment Report will result in the termination of the organization’s official recognition. This may include closing the organization’s Business Office account, removal of students from fraternity houses, denial of campus meeting facilities, etc. The organization will be notified in writing of that decision by the Student Affairs Office.

Sanctions

Sanctions will be assigned to a student organization who violates campus policies or the Student Organization Guidelines and may include warnings, fines, probation, inactive status or closure. Failure to comply with terms of sanctions will result in additional sanction, up to and including closure of the organization.

Recognition Process (Starting A New Student Organization)

Students wishing to start a new student organization must meet the following minimum requirements to apply for official college recognition:

- The prospective organization must consist of a minimum of five currently enrolled Westminster College students.
- Membership must be open to all students of the Westminster College community without respect to race, color, national or ethnic origin, sex, sexual orientation, gender, gender identity and expression, age, handicap or disability, marital status, veteran status, genetics, or any other protected class. This applies to all organizations with the exception of those organizations specifically exempted in Title IX of the Educational Amendment Act of 1972. Organizations may establish additional membership and academic eligibility requirements.
- A prospective organization shall not unnecessarily duplicate an area of interest or endanger student support of any other recognized student organization.
- If affiliation with a national organization is required, the local prospective organization must receive preliminary approval from SEC and must subsequently fully establish national affiliation before it can be fully recognized.
- The purpose of the prospective organization must be consistent with the philosophy, purposes, and goals of Westminster College.
- An advisor must be selected by the student organization prior to the time the SEC considers the application for recognition.
- The SEC may consider other factors it deems relevant.

Students interested in starting a new student organization at Westminster College must notify the Student Affairs Office, in writing, of their interest in starting an organization. After submitting their intent to start a new organization, the student must meet with a representative from the Student Affairs Office to learn about the recognition process and the steps that must be taken to gain recognition and active status.

A representative from the Student Affairs Office shall serve as administrative advisor during the period of organization (not to exceed one semester). The representative shall aid the prospective organization in developing a constitution, understanding College procedures pertaining to student organizations, and obtaining an advisor.

Required Documents for Recognition Process:

- A digital copy of a national constitution (if applicable).
- A digital copy of the local constitution and/or by-laws.
- A digital copy of a list of officers (these may be temporary officers, pending a future election). However, two different students must be designated as President and Treasurer.
- A letter of acceptance as advisor from a faculty member, staff, or administrator employed full time by Westminster College. Individuals who are not currently employed by the College but wish to assist the organization on a regular basis may only serve as a consultant to the organization. They also must first be approved to serve in that capacity by the SEC.
- Printed names and signatures of at least five students who have attended the prospective organization’s meeting(s).
STEPs of RECOGNITION PROCESS

Presentation to Student Experience Council

After submitting the above materials, a designated spokesperson for your organization must appear at the designated SEC meeting to present the organization’s request and to answer any questions from the Council. There will be one SEC meeting each semester dedicated to the consideration of new student organizations. The meeting date is determined each semester by the Chair of the SEC.

Following your presentation, the SEC will:

- Recommend approval of your organization’s request.
- Recommend tentative approval of your organization’s request until changes required by the Council are made.
- Deny your organization’s request.

Presentation to Campus Community

Receiving SEC’s recommended approval is the first of a three-step process. If your organization is recommended for approval, a representative from the Student Affairs Office will notify you accordingly. They will also announce the Council’s intention to recommend recognition by publicizing to the campus community via email a brief overview of the organization’s Statement of Purpose.

The email will invite campus members to comment on whether or not your organization should be granted recognition. Comments will be accepted by a representative from the Student Affairs Office for one (1) week during the period when classes are ordinarily in session (September to May, excluding holidays). A copy of your organization’s supporting documents will be made available in the Student Affairs Office for review. The documents may not be duplicated and/or removed from the Office.

Following the one-week comment period, the SEC will review the comments and determine whether further review of the organization is warranted. If additional input or clarification is necessary, you may be requested to meet with the Council until its concerns have been successfully addressed. If they have, the process continues as outlined in these policies.

Presentation to President of the College (Final Approval)

The Council will submit its recommendation for approval to the President of the College who will have final authority concerning the recognition of your organization. The President will attempt to make his/her determination within 28 days. A representative from the Student Affairs Office will then notify you of the President’s decision. The President’s decision is final.

If your organization receives tentative approval, the organization’s representative will receive correspondence from a representative from the Student Affairs Office outlining SEC’s required changes (e.g., Constitution, By-laws) necessary to receive a recommendation for official recognition. Your organization will submit changes to a representative from the Student Affairs Office who will then share them with the SEC to make a final determination. The steps found in the approval process above will be followed accordingly.

EVENT MANAGEMENT

EVENT REGISTRATION

All events hosted on or off campus by a recognized student organization must be registered with the Student Affairs Office. The Campus Event Registration form is available at www.westminster.edu/student/activities or in the Student Affairs Office. Event registration forms require the signature of the student organization adviser. Forms are due prior to each event.

SCHEDULING CAMPUS EVENTS

Student organizations or persons employed by the College who wish to reserve a room on campus for a College activity should first consult the master calendar of events available online (my.westminster.edu) via the College homepage. Consulting this master calendar will lessen the chance of scheduling events that conflict with others. You may submit your event to be listed on the “Online Events Calendar” by going to www.westminster.edu/promote.
Given the special heritage of Westminster College and its continuing affirmation of the relevance of this tradition to its life and work, the College should avoid scheduling any meetings during Chapel. The College will also seek to avoid any scheduling of events during the times reserved for Catholic Mass on Saturday evenings and Vespers on Sunday evenings.

Room reservations can be made online by clicking Reserve a Campus Location in the Quick Links box on My.Westminster.

**SOCIAL EVENT RESPONSIBILITIES**

Student Organizations are encouraged to host social events on campus, especially in Berlin Student Lounge, on the campus grounds, or in residence halls. Social events held in residence halls shall be limited to the lounge. Officers of the organization sponsoring the social event are responsible for the conduct of those in attendance and for the observance of College and/or residence hall policies when on campus and, where applicable, when off-campus. Officers of the organization are to ensure that the conduct of those attending the social event does not interfere with the rights and responsibilities of others. A minimum of two officers of the organization should be present during the event, from the start to the end. Officers may choose to share this responsibility. Fraternity parties are governed by social regulations that are approved by the College.

**FUNDRAISING AND SOLICITATION FOR STUDENT ORGANIZATIONS**

Students, student organizations, and campus departments must obtain vendor permission from the Student Affairs Office who approves all such activity. The proposed fundraising project must not interfere with existing Westminster College-operated services or contacts. Fundraising forms are available in the Student Affairs Office and require the signature of the student organization adviser.

Any project or activity that entails the raising of money, donations, or selling of goods or services which may include small games of chance by a club or a recognized student organization, company, or individual must be approved. Student organizations must file a fundraising form prior to each event. Publicity for fundraising events must include the name(s) of the recipient(s) and the purpose(s) of the proceeds. Since residence hall policy prohibits candles in rooms, fundraising events may not include the selling of any type of candle.

Fundraising by student organizations is prohibited at varsity athletic events. An exception is granted for the Homecoming football game as long as the fundraiser does not duplicate or detract from concession sales AND student organizations receive prior approval from the Director of Athletics or a member of his office. Student organizations are required to have the signature of the Director of Athletics on the fundraising form.

Commercial vendors or community groups must be associated with a student organization or college department in order to solicit or distribute materials on campus. The request for the fundraiser or event must be made to the Student Affairs Office via the campus representative. This applies to TUB table reservations as well. Commercial vendors or community groups will assume the cost of any fee associated with the use of College facilities.

Vendors are not permitted in residence hall lobbies or hallways. Door-to-door solicitation is not permitted in residence halls or fraternity houses.

**ADVERTISING GUIDELINES**

Promotion of events sponsored by student organizations may be posted on campus bulletin boards, except for boards that are specifically reserved for a certain purpose. Fliers will be posted in the residence halls via the Residence Life staff and should be submitted to the Student Affairs office at least 4 days prior to any event. Most campus buildings have bulletin boards for advertising purposes, though it is best to ask departmental secretaries what may and may not be posted in specific buildings. Table tents may be displayed in dining facilities with the permission of Food Service staff. No advertising is permitted in the Art Gallery.

**Nothing may be posted on any surface that is not an approved bulletin board, including any painted or glass surfaces, trash cans, walls, railings, bathroom stalls, benches, light post, staircases, windows, doors, newspaper boxes, trees, etc.**

Promotional materials may not cover any other advertisement, nor may any current fliers be removed before the advertised event in order to make room. Fliers advertising past events may be removed to make room for current ads.
Promotional materials must advertise an event sponsored by a recognized student organization, Westminster College department, or other official government organization.

Painting the Rock (by Lake Brittain) to promote and celebrate student life is a time-honored Westminster tradition. Individuals and groups who decorate the rock are expected to do so in a way that celebrates the rich diversity of our community and demonstrated respect for all. It is available on a first-come, first-served basis and must be done in compliance with all College policies.

Chalking is permitted on sidewalks and only in areas where rain will wash the chalk away. Student and student organizations will be responsible for cleaning up the chalked area if the rain is not able to wash it away. Chalking is not permitted in the immediate path outside doors and not on the Veteran’s Memorial in the quad.

Digital signage and advertising should be considered: The Office of Marketing and Communications maintains the online calendar of campus activities, the College’s social media accounts, and the digital signage in campus buildings. Events and other publicity items may be submitted via the College’s Marketing form: http://www.westminster.edu/about/promote

Commercial advertising is generally not permitted on campus. If an event is co-sponsored by a student organization or campus department and commercial business, the name/logo of that campus organization must be printed in type significantly larger than the name/logo of the business/organization. The name of the sponsoring organization or department MUST appear on each poster.

Bulk mailing to students cannot be accommodated. Local vendors may reach out to students with printed materials. These print items should be 4x6 postcard size, 8 ½ x 11 fliers, or tri-fold brochures. Each vendor is limited to a quantity of 50 pieces. These should be submitted to the Student Affairs Office. If approved, they will be placed on the Community Bulletin Board in McKelvey Campus Center and in a magazine rack near the TUB dining facility where students can pick them up as interested.

TUB BANNER GUIDELINES

The College welcomes recognized student organizations to display event banners in the Second Level and Carlson Atrium located in the McKelvey Campus Center. While Westminster supports freedom of speech, banners that do not reflect the mission of the College will be removed. We do request that students adhere to the following guidelines:

- Organizations may display one banner per event.
- Banners may be displayed for a maximum of two (2) weeks prior to an event. Greek organizations announcing their new members must remove the banners no more than two weeks following the formal bid day.
- Event banners must be removed within 24 hours of the last date of the event. Outdated banners will be remove and discarded by student workers.
- Banners may not cover any other advertisement or digital signage displays.
- Banners may be no larger than 4’ H x 6’ L.
- Banners should not overlap other banners and wooden handrails or interfere with pedestrian traffic on the stairs.
- Under special circumstances, larger banners may be approved by contacting the Student Affairs Office PRIOR to making the banner. Oversized banners will be removed and discarded by Student Affairs if they are hung without permission.
- Banners may be attached to the metal railing with zip ties, ribbon, or string. Use of any other type of fasteners that would harm the woodwork or paint is prohibited. Organizations will be responsible for any repair. (Hanging kits are available at Information Desk at no charge.)

Recognized student organizations will have priority to hang banners in the TUB area. Banners belonging to campus departments or other organizations should follow the identified timelines but may be taken down to make room for those belonging to recognized student organizations before the two week period concludes.

FILING COMPLAINTS AGAINST STUDENT ORGANIZATIONS

Complaints must be presented in writing to the Chair of the SEC. The complaint must outline the nature of the objections. SEC shall call a hearing with the officers or representatives of the organization. The person(s) who filed the original complaint must
be present at the hearing. The organization against which the complaint has been filed shall have a representative attend the hearing. The organizational representative will have the opportunity to provide any information s/he wishes to be considered.

SEC shall reach a decision on the case by majority vote of those present and hearing the case. A quorum of four students and three faculty or administrators must be present. The decision of SEC is final. There is no further appeal. The authority of SEC concerning official recognition of student organizations does not supersed the authority of Westminster College pertaining to violations of the Code of Conduct as outlined in the Handbook for Students.

HAZING POLICY PERTAINING TO STUDENT ORGANIZATIONS

Westminster College does not permit members of student organizations to haze. Hazing is defined as any activity in which the organization expects prospective members to participate and which is created intentionally, on or off college premises, for the purpose of producing mental or physical discomfort, embarrassment, harassment or ridicule. Such activities include but are not limited to the following: paddling in any form; creation of excessive fatigue; physical or psychological shocks; required trips from campus; required physical exercises; the wearing of conspicuous public apparel; public stunts and buffoonery/morally degrading or humiliating games and activities; late night work sessions which interfere with scholastic activities. A violation of the College’s hazing policy will result in disciplinary action taken against a student organization and may include separate action taken against an individual(s) within the organization.

STUDENT TRAVEL POLICY

Westminster College encourages undergraduate research and experiential education. By extension, Westminster College also encourages opportunities for students to travel for academic, research and engagement activities. Travel will enhance the student learning experience. This policy provides the framework for planning and executing student travel and managing the associated risks. This policy does not apply to varsity athletic team travel. For international travel, please consult with the Associate Dean of Academic Affairs for policies and procedures.

STUDENT TRAVEL EXPERIENCES

The following guidelines for domestic travel are for currently enrolled undergraduate or graduate students attending sponsored trips.

Domestic travel includes any student travel sponsored by a unit of the College, a registered student organization or financed by College funds that involves travel within the United States, Canada, and U.S. Territories. This includes but is not limited to travel to academic or professional development conferences or student organization sponsored trips. It does not include travel undertaken by students who may travel as individuals to athletic/recreational events as non-participants, or as individuals who travel out of town to engage in student teaching, internships, practicums, observations, or research.

Travel to Canada will require a passport. Trip participants are responsible for securing their own passport in enough time to participate. International and exchange students are responsible for knowing the terms of their travel visas and obeying all laws in locations they visit.

A College sponsored event or activity is one that is initiated, actively managed, planned and arranged by a member of the College’s faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the College, and is approved by an appropriate administrator and/or an event or activity that the College actively manages, is involved with, or oversees financially, physically, or administratively.

Recognized student organization travel must be consistent with the organization’s mission statement and constitution on file with the Office of Student Affairs. Travel must be planned so as not to create an undue interference with academic responsibilities.

TRANSPORTATION

Automobile: Refer to the Westminster College Motor Pool Policy

All drivers must be approved by the College. Procedures for approval are outlined in the Motor Pool Policy.
We recommend strongly that no student drive for more than four consecutive hours. If a sponsored trip or program requires greater than four consecutive hours of travel, a new, certified, and approved driver must take over driving responsibilities after each four-hour shift.

**Charter bus:** Trips involving large numbers of students that cannot be safely accommodated in Motor Pool or rental vans may want to consider charter.

**Airline travel:** Groups traveling more than 300 miles should consider flying. Airline travel must conform to the rules of the College’s *Travel and Entertainment Policy*.

**EXPECTATIONS FOR TRAVELERS**

Whether on or off campus, students serve as representatives of Westminster College and their conduct should be reflective of that responsibility. The Student Code of Conduct applies to all College-sponsored activities, including off-campus travel. All faculty, staff, and students participating in College sponsored travel are bound to applicable College policy, including the guidelines established by the sponsoring department or organization, *Motor Pool Policy*, Travel and Entertainment Policy, and the *Handbook for Students*.

**SUPERVISION**

Although not required, for reasons of safety, emergency coverage, and communication purposes, the College encourages the use of chaperones for group travel. Paid employees of the College are eligible to serve in this capacity.

The *trip leader* is defined as the faculty, staff, or student responsible for coordinating the trip and assuring compliance with all related policies. The trip leader holds responsibility for submitting the *Travel & Risk Management Plan* or the *participant list*. If a chaperone is attending the trip, the chaperone will generally fill the role of trip leader. Otherwise, the president or designated student organization officer should fill this role. Additional students, faculty or staff may support the trip leader in their responsibilities. The trip leader must attend the entire trip.

**RELATED WESTMINSTER COLLEGE TRAVEL POLICIES**

Westminster College authors two policy and procedure documents that apply to travel for student groups and organizations: The Motor Pool Policy managed through the Physical Plant Office and the Travel and Entertainment Policy, a financial policy housed within the Business Office. These policies apply to travel involving students in addition to policies and procedures outlined in this document.

**Travel and Emergency Funds**

Trips being paid for, in full or in part, by College operating or restricted budgets must comply with the *Travel & Entertainment Policy*.

Trips being funded, in full or in part, by student organization budgets are encouraged to follow the terms of the Travel & Entertainment Policy.

In accordance with Student Government Association (SGA) policy, SGA funds may only be used to pay for transportation expenses (i.e. motor pool, charter bus, or airfare).

Student organizations should follow the U.S. General Services Administration (GSA) per diem definitions found at http://www.gsa.gov/portal/content/104877 for lodging and meal expenses which are being covered by the organization’s funds. The GSA should be the maximum amount allotted or reimbursed.

All trip participants should be aware that the College and student organization assume no responsibility for providing students with funds for personal or emergency expenses. Personal expenses include snacks, beverages, or desserts that exceed the per diem, gifts, souvenirs, hotel incidentals, etc. Students should be prepared to assume their costs of travel and lodging if there are unanticipated delays or other incidents which may require additional expenditures. Additionally, students are responsible for personal belongings.

No College funds (operating, restricted, student organization) may be used to purchase alcohol. Additionally, alcohol consumption is not encouraged by the College and should be kept to a responsible minimum.
EMERGENCY PROTOCOL

In the event of an emergency, complete each of the following steps:

• The **trip leader** or able participants should first contact emergency services (911) when it is safe to do so.
• **Trip participants** should contact the trip leader to report their condition and location, if the group has separated.
• The **trip leader** should contact Westminster College Public Safety (724 946-7777).
• **Public Safety** will contact Student Affairs personnel who will work with Public Safety to contact advisors, other offices, and parents as needed.

The trip leader(s) will be responsible for taking a head count of all students traveling and providing an update on all participants to Public Safety. In the event that the trip leader is unable to perform these duties, one or more participants should be identified to do so. In addition to a head count, the trip leader should gather information on the condition of all participants as best as they are able (injuries, location, treatments of injuries or hospitalization). HIPAA may prevent the trip leader from gaining access to this information.

In the event of a family emergency, the College will attempt to contact participant(s) via their cell phone. If a family emergency occurs when the College is not ordinarily in session and/or offices are closed for the day, family members attempting to reach participants should contact Westminster College Public Safety at 724-946-7777.

REQUIRED DOCUMENTS FOR STUDENT TRAVEL

Risk is inherent in any travel, regardless of location and mode of transportation. As such, it is imperative that student groups and organizations have a plan in place should an emergency occur.

A **Travel & Risk Management Plan** (online form available at www.westminster.edu/student/activities) should be submitted by the trip leader(s) one week prior to departure from campus. This is required of groups traveling more than 300 miles or staying overnight at their destination. A copy of the plan should be held by the trip leader(s) during the trip as it will contain contact information for campus officials who will be needed in the event of an emergency. Participants are advised to carry identification, emergency contact information, and health insurance information.

A **Participant List** should include the name, cell phone number and emergency contact person/phone for each participant. Participant lists can be created in Excel and uploaded with the **Travel & Risk Management Plan**.

Travel & Risk Management Plans and Participant Lists are held in the Public Safety and Student Affairs offices.

**Emergency Forms & Waivers** are required of participants for overnight trips or day trips that are inherently dangerous. These forms are available at www.westminster.edu/student/activities. Trip leaders should maintain physical copies of these forms. Emergency forms should travel with the trip leader and waivers should be maintained in the appropriate campus office.

FACULTY POLICY ON LODGING DURING ESCORTED TRAVEL WITH STUDENTS

This policy is intended to clarify expectations for escorted travel with students at a College-sponsored event or activity. A **College-sponsored event or activity** is one that is initiated, actively managed, planned and arranged by a member of Westminster College’s faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the College, and is approved by an appropriate administrator and/or an event or activity that the College actively manages, is involved with, or oversees financially, physically, or administratively.

Westminster students and employees are expected to know about and complete all required paperwork for a College-sponsored trip (e.g., the **Travel & Risk Management Plan** through Student Affairs when the trip involves a student organization). These trips may include but are not limited to scholarly meetings and conferences, research travel, study abroad experiences, travel courses, course-related field trips, sporting competitions, mission trips, music tours and off-campus concerts.

For escorted travel with students that require overnight travel, the College employee should stay in the same facilities where the students are lodging. Members of the faculty and staff may share a room if all individuals agree. Under no circumstances will College faculty, staff, or trustees share a room with a currently enrolled student, full- or part-time.
ACADEMIC INTEGRITY

Central to the purpose and pursuit of any academic community is academic integrity. All members of the Westminster community, including students, faculty, staff, and administrators, are expected to maintain the highest standards of honesty and integrity, in keeping with the philosophy and mission of the College.

Academic dishonesty is a profound violation of this code of behavior. Outlined below are examples of and specific consequences for academic dishonesty at Westminster. The list of examples is not meant to be exhaustive, but rather to provide an overview of the community’s common concerns. Students who are unsure as to whether specific behavior not listed here will constitute academic dishonesty should consult with their individual course instructors.

VIOLATIONS

Violations of the Westminster College Academic Integrity Policy include, but are not limited to, the following:

CHEATING
1. copying answers from another student’s paper during a quiz, test, or examination
2. divulging answers or information to another student during a quiz, test, or examination, or accepting such aid
3. using unauthorized aids (e.g., notes or books) during a quiz, test, or examination
4. collaborating improperly with another student on an open-book or take-home quiz, test, or examination
5. exceeding the time limit, when one exists, on an open-book or take-home quiz, test, or examination
6. aiding another student improperly on in- or out-of-class assignments
7. leaving a testing area to obtain answers or aid
8. handing in another’s work or ideas as one’s own
9. taking a quiz, test, or examination with prior knowledge of its contents, when that knowledge has not been authorized or consented to by the instructor
10. engaging in any activity which may give an unfair academic advantage to oneself or another.

MISCONDUCT
1. engaging, during a class or testing session, in conduct that is so disruptive as to infringe upon the rights of the instructor or fellow students
2. submitting the same work, including oral presentations, for different courses without the explicit consent of the instructors
3. stealing or intentionally damaging or destroying notes, research data, laboratory projects, library materials, computer software (including the intentional passing of a computer virus), or any other work of another member of the Westminster community
4. acting as or using a substitute in any academic evaluation procedures
5. depriving others of necessary academic resources
6. sabotaging the work of another member of the Westminster community
7. unethically obtaining answers or other information about a quiz, test, or examination before it is administered, even if not a member of the class in which the quiz, test, or examination is given
8. violating copyright restrictions, i.e., stealing the intellectual property of another.

PLAGIARISM

“Derived from the Latin word for kidnapping, plagiarism is the theft of someone else’s ‘brainchild’—that person’s language, ideas, or research—and the origin of the word conveys the seriousness of such offenses in the view of college teachers and administrators. The reason is that words, ideas, and research are the main forms of currency in academic life.”

Keith Hjortshoj, The Transition to College Writing (Boston: Bedford/St. Martin’s, 2001), 172.
1. quoting or paraphrasing, without proper citation and acknowledgment, the published words, ideas, or work of another (including anonymous publications and online publications)
2. submitting, as one’s own work, a paper, an oral presentation, or a visual presentation authored wholly or partially by someone else (including commercial services)
3. borrowing and appropriating, without proper citation and acknowledgement, facts that are not matters of general knowledge, including all statistics and translations, and/or the general idea or logic of another’s argument.

PROVIDING FALSE INFORMATION

1. furnishing false information to the College for the purpose of obtaining special consideration or privilege (e.g., postponement of an examination or a deadline)
2. misrepresenting source material or information or participating in the falsification or misrepresentation of citations
3. falsifying laboratory data, notes, or results, or research data of any type, and presenting it as one’s work.

PROCESS AND CONSEQUENCES

If a course instructor suspects that a student has violated this policy, the instructor will speak with the student, review appropriate materials, and reach a conclusion.

If the instructor determines that a violation has occurred, the following process will apply:

1. The instructor will inform the student that he or she has violated the AIP and that the Vice President for Academic Affairs (VPAA) will be notified.
2. The instructor will impose an academic penalty at his or her discretion (e.g., 0 for the assignment without possibility of revisions, failing grade for the course, or other appropriate academic sanctions).
3. The instructor will send the VPAA a concise written explanation of the violation and the penalty.
4. After reviewing the instructor’s explanation of the violation and penalty, as well as the student’s record of previous offenses, the VPAA will take the following additional action:
   a. FOR A FIRST OFFENSE, the VPAA may supplement the instructor’s penalty with further action, up to and including suspension and permanent dismissal, after consultation with the instructor and the Committee on Academic Standards. The VPAA may also meet with the student.
   b. FOR A SECOND OFFENSE, the VPAA will impose a 1-semester suspension. The VPAA may take further action, up to and including permanent dismissal, after consultation with the instructor and the Committee on Academic Standards.
   c. FOR A THIRD OFFENSE, the VPAA will impose a penalty of permanent dismissal from the College.
5. The VPAA will send the student official notification of the penalty for the violation (even if the penalty is solely that imposed by the instructor). The VPAA will send copies of this notification to the instructor and the student’s academic adviser.
6. A copy of the VPAA’s official notification to the student will be kept in the student’s academic file. If there is no second offense, this letter will be removed upon the student’s graduation. If there is a second offense, the letter will become part of the student’s permanent academic record.
7. Within 15 calendar days of the VPAA’s sending official notification of the penalty for the violation, the student may decide to appeal the finding of a violation.

APPEALS PROCESS

1. Within 15 calendar days of the VPAA’s sending official notification of the violation, the student will send the VPAA written notification that he or she intends to appeal the finding of a violation. All letters of appeal must include:
   a. The course for which the violation was reported.
   b. The name of the instructor reporting the violation.
   c. The semester when the report occurred.
   d. The penalty imposed for the violation.
   e. The grounds on which the student is appealing.
   f. A detailed account of the circumstances surrounding the incident which led to the report.
   g. The names of the faculty member that the student chooses to serve on his or her AIRB (see 2c. below) and the adviser that the student selects, if applicable (see 4. below).
2. The VPAA will ask the chair of the Committee on Academic Standards to convene an Academic Integrity Review Board (AIRB), made up of the following:
   a. two members of the Committee on Academic Standards, chosen by the committee
   b. the chair of the department or program in which the violation took place, when he or she is not the instructor reporting the violation (In cases of the chair’s recusal, the VPAA will appoint another faculty member from the department or program in which the violation took place to serve on the AIRB)
c. one other faculty member nominated by the student

d. the VPAA, when he or she is not the instructor reporting the violation or when he or she has not imposed a penalty greater than the minimum required by the Academic Integrity Policy. In cases of the VPAA’s recusal, he or she will be replaced by the Chair of the Faculty. When neither the VPAA nor Chair of the faculty can serve, the Chair of the Academic Standards Committee will secure the services of a tenured faculty member to serve on the AIRB.

3. One of the two participating members of the Committee on Academic Standards will chair the AIRB.

4. The student may also select an adviser who is a member of the campus community but who is not a member of the student’s family or a student. This adviser may accompany the student to the Appeals review but may not participate in the questioning herself or himself. The adviser will not be present at the deliberations of the AIRB and is not a voting member of the AIRB.

5. Copies of all materials pertaining to the violation will be maintained in the Office of Academic Affairs. The student has the right to review these materials, but must do so in the presence of either the faculty member he or she nominated to the AIRB or his/her adviser.

6. The AIRB will convene as soon as possible, normally within 30 days, or within 30 days of the beginning of the semester following if the report occurs late in a semester.

7. In conducting its review, the AIRB will interview the student and the instructor separately.

8. The AIRB’s decision to uphold or overturn the finding of a violation will be reached by majority vote held during a meeting of the AIRB with all members in attendance. All discussions and deliberations of the AIRB will be conducted face-to-face and not by email, phone or other electronic means. The standard for overturning a finding of a violation is “more likely than not.”

9. Within 48 hours of the student’s appearance before the AIRB, the chair of the AIRB will send the student and the instructor official notification of its decision on the finding of a violation. In the event that the finding of a violation is overturned by the AIRB, all records of the violation will be removed from the student’s files.

10. If the student wishes to appeal the decision of the AIRB, he or she must do so within seven calendar days of the AIRB’s sending official notification of its decision. This appeal must be made in writing to the President of the College, whose decision will be final.

ADDITIONAL STIPULATIONS

A student may not withdraw from a class in which he or she has been charged with violating the College’s Academic Integrity Policy, unless he or she successfully appeals the finding that a violation has occurred.

Charges of violating this policy may be brought by an instructor against a student who is not enrolled in the class affected by the violation.

Any member of the Westminster community, including students, staff members, faculty members, and administrators, may bring a charge for a violation of the College’s Academic Integrity Policy. If someone other than a course instructor wishes to bring a charge, he or she can initiate the process by contacting the course instructor, a department chair, or the VPAA.

Copies of all materials pertaining to violations, penalties, and appeals will be kept in the Office of Academic Affairs. The VPAA will send to the Committee on Academic Standards a monthly report on the number and nature of violations of the policy.

SOURCE MATERIAL:

i wording adopted or adapted from the Ursinus College policy on Academic Honesty <http://www.ursinus.edu/resources/CurrentStudentHandbook.pdf> (pp. 11-13).

ii wording adapted from the University of Pittsburgh Law School policy on Academic Integrity <http://www.law.pitt.edu/students/pol_integrity.html>.

iii wording adapted from the Goshen College Student Handbook <http://www.goshen.edu/edtech/stuhandbk.htm>.

iv wording adapted from the Dickinson College Code of Student Conduct <http://www.dickinson.edu/students/code.html#6>.
ALCOHOL AND DRUGS

Alcohol and illicit drugs are prohibited on the grounds of Westminster College. Employees, students, and visitors are not permitted to possess or use any of these substances while on College property.

Employees violating the drug use/possession policy would also be in violation of state or federal laws and would face sanctions imposed through the Office of Human Resources as well as the possibility of criminal prosecution. Employees found consuming or possessing alcohol on campus will face sanctions coordinated through the Office of Human Resources and could face criminal prosecution if they are below the legal age of 21. The range of sanctions that could be imposed by the College would be a reprimand through termination of employment, depending on the nature of the violation.

Students found to be in possession of alcohol or illicit drugs on campus will face disciplinary action through the College Code of Conduct and could face criminal prosecution as well. Sanctions fall anywhere between a warning and expulsion, depending on the nature of the violation.

Under Pennsylvania law, criminal prosecution for alcohol violations could range between a summary offense and a misdemeanor of the second degree depending on the circumstances of the case. Penalties range from a simple fine and 90-day driver's license suspension to incarceration for a maximum of 2 years. Drug law violations can range from a misdemeanor of the third degree to a felony of the first degree. Penalties range from a fine to a maximum of 15 years incarceration.

The College allows employees to self-identify as drug abusers and may provide a one-time referral to a rehabilitation facility/program. If an employee does not self-identify or is a repeat violator, the College may immediately terminate the individual's employment.

Students may seek professional counseling for substance abuse problems through the Counseling Services Office. Students sanctioned through the Student Code of Conduct may be required to successfully complete a rehabilitation program as a condition of retention or reinstatement as a student at Westminster.

Any recognized student organization that sponsors a social event, whether in a campus facility, fraternity house, or other off-campus facility, should be aware of the following policies and responsibilities:

Because they are under the age of 21, Pennsylvania Law prohibits most Westminster students from drinking alcoholic beverages. For the sake of reasonable administration, and in order to create the best possible living and educational atmosphere, there shall be no use, possession, sale, or serving of alcoholic beverages by any student while on or in College property (including College-owned or rented vehicles). The College cannot be legally responsible if students ignore state laws, College policies, and good common sense by drinking at all if under the legal drinking age, or drinking excessively if over the legal age. In fairness to our students, the same policy applies to guests and visitors to our campus.

Federal and state laws prohibit the use, possession, sale, or distribution of certain drugs and drug-related paraphernalia. The use of such drugs is not in keeping with the mission of Westminster College. Therefore, there shall be no use, possession, sale, or distribution of such drugs on campus or on or in fraternity property, or at College-sponsored events. The administration will take the strongest stand concerning illegal drugs, up to and including expulsion and/or involvement of state and federal law enforcement.

Counseling services are available to students who would like to discuss any problems related to drugs or alcohol. In all cases of student involvement in alcohol/drug abuse, the College will offer the services of the counseling staff. All counseling conferences are confidential.

IMPACT OF DRUG CONVICTION ON TITLE IV ELIGIBILITY

Under federal law, a person receiving Title IV financial aid (Pell Grant, SEOG, Direct Stafford Loans, or Federal Work-study) who is convicted for possession and/or sale of illegal drugs while enrolled as a student at Westminster College, will be ineligible for further Title IV funds for a fixed period of time, as indicated below.

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If convicted of both possession and selling illegal drugs, and the periods of ineligibility are different, the student will not receive Title IV funds for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. The student will lose eligibility again upon a subsequent drug conviction.

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COLLEGE COPYRIGHT POLICY

Westminster College, as both a producer and a major consumer of intellectual property, seeks to promote respect for intellectual property throughout the College community while maintaining the highest standard of ethical conduct. The current economic, social, and legal landscape makes an understanding of copyright law not just widely relevant, but also challenging. It is the
policy of Westminster College to fully respect all rights that exist in any material protected by the copyright laws of the United States while also encouraging usage of the material that furthers the educational mission. The College believes that a balance must exist between the rights of the producers and distributors of works and the privileges of users who benefit from their use. To accomplish this, Westminster College expects compliance with copyright laws from all members of her community while concurrently intending that faculty, staff, administration, and students take full advantage of all relevant licenses, exemptions, and exclusions that are provided for under copyright law. If there is no applicable license, exemption, or exclusion to permit use of the material, faculty, staff, administration, and students must obtain permission for the anticipated use from the copyright holder.

The resources available on the Copyright information page at https://my.westminster.edu/ICS/Help/Copyright_Information.jsz seek to provide guidance for employees and students on these specific issues as they perform College-related tasks. Ultimately each individual member of the Westminster College academic community is responsible for knowing his/her obligation in these matters.

Sanctions for violation of the copyright law and campus expectations regarding copyrighted material may include but are not limited to suspension of technology or Library privileges, termination of employment, academic probation or suspension, referral to Student Judicial Board, and/or criminal prosecution.

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COMMUNICATION METHODS ON CAMPUS

Communication among students, faculty and staff is an extremely important part of teaching, learning and student life on campus. Those who initiate communication may choose from a variety of different methods in order to distribute information in the best formats for particular circumstances. The College recognizes campus email and mailroom mailboxes as official means of communication and expects students and employees to conscientiously access these methods on a regular basis to receive information from members of the campus community and to respond if appropriate. Students and employees are assumed to have received and will be held responsible for information that is disseminated via any of these methods. Faculty and campus offices may also use the My.Westminster Web portal to communicate course related and other types of information to students. In addition to these common formats used campus-wide, certain areas of the campus may identify other methods for communicating specific types of information to students and/or employees.

EMAIL

Every student who is registered for classes at Westminster has a Microsoft Office 365 account with email. Students are expected to check their email daily, at a minimum, while classes are in session.

MAILROOM

Each student, faculty member and office staff member has a mailbox at which they can receive printed campus mail and U.S. Postal Service mail. These mailboxes are in McKelvey Campus Center. Mailroom mailboxes should be checked regularly because they are the means through which printed information is distributed to individuals and the entire campus.

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CREDIT CARD MARKETING POLICY FOR WESTMINSTER COLLEGE

PREAMBLE

Recent studies have shown that credit card debt has risen to alarming levels among students at America’s colleges and universities. The short- and long-term consequences of such debt through credit card misuse has left a generation at risk of financial ruin, long before they leave the halls of the academy.

The College takes very seriously its responsibility to prepare and educate students for life outside its walls. In recognition of this responsibility, and in keeping with the recommendations set forth in State Bill S 157, approved by the General Assembly of the State of Pennsylvania and signed by the Governor on July 15, 2004, Westminster College has established both a credit card marketing policy as well as provisions for the education of its students about credit card management.

CREDIT CARD MARKETING POLICY

In accordance with the recommendation from the Student Life and Athletic Council, no credit card marketing shall be allowed on campus. In addition, student organizations shall not use credit card applications as a fund raiser.

CAMPUS BOOKSTORE INITIATIVES

The Bookstore staff will provide student customers four times each academic year credit card debt education literature with their purchases. This will occur during the fall and spring semesters, summer “Book Rush,” and the December “Christmas Sale.”
PROGRAM IMPLEMENTATION

The College will conduct a credit card management workshop for all first-year students during the traditional Fall Orientation program (FRESH START). This workshop will be one of several other required 30-minute “round robin” program sessions offered during FRESH START. When practical, the seminar shall be sponsored by the Westminster College student organization, Enactus. Otherwise, the Office of Student Affairs would be responsible for implementing the workshop(s).

Approved by Student Government Association, Feb. 1, 2005
Approved by Student Life and Athletic Council, Feb. 10, 2005

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DISCRIMINATION/HARASSMENT

Sexual harassment is an act of coercion (an inappropriate use of power) that can occur between any individuals formally associated with the College, for example, between an employee and a supervisor, between coworkers, faculty members or between a faculty, staff or student and a customer, vendor or contractor, or between a student and a faculty member or another student. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, participation in any program or activity, or status in an academic course;
2. Submission or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or
3. Such conduct has the effect of unreasonably interfering with an individual’s work performance or educational experience, or creates an intimidating, hostile or offensive environment for working, learning, or living on campus.

Thus, sexual harassment encompasses any sexual attention that is unwanted. Verbal, visual, and physical conduct prohibited by College policy includes, but is not limited to:

1. Physical assault;
2. Direct or implied threats that submission to or rejection of sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation;
3. A pattern of conduct (not legitimately related to the subject matter of a course) that causes discomfort or embarrassment including:
   a. Inappropriate comments of a sexual nature;
   b. Sexually explicit questions, jokes or anecdotes;
   c. Touching, patting, hugging, intentionally brushing against a person's body, or repeated or unwanted staring;
   d. Inappropriate remarks about sexual activity, experience or orientation; or
   e. Display of inappropriate sexually oriented materials in a location where others can see them; when such conduct, comments, actions or materials unreasonably interfere with a person’s working, living, or academic environment.

STALKING

Stalking is prohibited by College policy. In accordance with Pennsylvania Criminal Code (Stalking):§ 2709.1., a person commits the crime of stalking when the person either:

1. Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
2. Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

DEFINITIONS

Communicates: To convey a message without intent of legitimate communication or address by oral, nonverbal, written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, wireless communication or similar transmission.

Course of conduct: A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures or actions, either in person or anonymously.

Emotional distress: A temporary or permanent state of mental anguish.
JURISDICTION AND RESPONSIBILITIES
All faculty, staff, students, and other individuals formally associated with the College are subject to and responsible for complying with Westminster College’s Discrimination/Harassment Policy. The Office of Human Resources is responsible for the administration of this policy and associated procedures. The President, Vice Presidents, Deans, Department Chairs, administrative officials, and supervisors shall be responsible for assuring compliance with this policy.

Student-to-student acts of discrimination, harassment, or sexual harassment complaints will be adjudicated through the Office of Student Affairs.

RETRALIATION, CONFIDENTIALITY AND FALSE ALLEGATIONS
Reprisals against any individual covered by this policy for reporting discrimination, harassment, or sexual harassment are prohibited by College policy, as well as by state and federal law. The College will make every reasonable effort to conduct all proceedings in a manner which will protect to the extent possible the confidentiality of all parties. Of primary concern is the protection of human rights, especially personal safety, dignity, and self-respect. Every reasonable attempt will be made to protect any victim from further discrimination, harassment, or injury. It is a violation of this policy for anyone knowingly to make false accusations of discrimination, harassment, or sexual harassment. A determination that a complaint is not meritorious is not necessarily equivalent to false allegation. Sanctions may be imposed for making false accusations of discrimination, harassment, or sexual harassment.

CONSENSUAL SEXUAL RELATIONSHIPS
The College recognizes the possibility of consenting relationships between faculty or administrators and students, or between supervisors and employees; nonetheless, faculty and administrators are cautioned about the potential ramifications of such behavior. In addition, no faculty member at Westminster shall have a romantic and/or sexual relationship (consensual or otherwise) with a Westminster student who is enrolled in a course taught by the faculty member, or whose work or extra-curricular activity is being supervised and/or evaluated by the faculty member. The aforementioned statement is not intended to apply to a spousal relationship. Given the respect and trust accorded a professor or administrator by a student, as well as the power exercised by the professor or administrator in giving praise, blame, grades, recommendations, etc., the student’s freedom of choice and clarity in decision making may be diminished. The same is true for all superior/subordinate relationships on campus, be they between administrators and faculty, staff, or students, faculty and staff, staff and students, or faculty and students. Any College employee who enters into a consenting sexual relationship with a student or subordinate where a professional power differential exists must realize that, if a charge of sexual harassment is subsequently filed, the fundamentally asymmetrical nature of the relationship will make it exceedingly difficult to prove mutual consent.

DISCRIMINATION/HARASSMENT COMPLAINT INVESTIGATION OFFICER
The Director of Human Resources will serve as the College’s Discrimination/Harassment Complaint Investigation Officer (CIO). The CIO is responsible for:
1. Ensuring that all concerns and complaints alleging discrimination, harassment, or sexual harassment are documented (e.g., using the Discrimination/Harassment/Sexual Harassment Incident Report form) and investigated;
2. For maintaining the records of all such reports and investigations; and
3. For assuring that proper procedures are followed.

Charges brought against the CIO shall be submitted to the Vice President for Finance and Management Services. The President shall then appoint someone else to assume the duties of the CIO.

PROCEDURES FOR ADDRESSING INCIDENTS OF ALLEGED DISCRIMINATION/HARASSMENT
The College’s procedures are designed to allow for sufficient flexibility in order to deal with the possible wide range of incidents that are encompassed under the terms discrimination, harassment, or sexual harassment. Individuals who feel they have been discriminated against, harassed, or sexually harassed are encouraged to report the matter to the Director of Human Resources or their appropriate Vice President or Dean. While reasonable efforts will be made to resolve a concern or a formal complaint in an expeditious manner, there may be occasions where, due to the seriousness of any such charge, expediency must play a subservient role to conducting a thorough investigation.

Faculty, administrators, staff, and students who receive expressions of concern or complaints about acts of alleged discrimination, harassment, or sexual harassment are to immediately inform the CIO or their appropriate Vice President or Dean of such incidents.
RESOLUTION OF CONCERNS AND COMPLAINTS

Initially and where feasible, attempts should be made to resolve concerns about acts of discrimination or harassment through informal discussions. Individuals who feel they may have been subject to such treatment (the “Complainant”) are encouraged to engage in direct discussions with the responsible party (the “Respondent”) in an attempt to resolve the concern. In addition, individuals are also encouraged to discuss the incident(s) with the CIO. This discussion should assist in determining the validity of the charge, scope of the problem, and possible causes of action which may include, but are not necessarily limited to, informal meetings with the accused to discuss the allegations, discussions with the accused’s supervisor, full investigation of the allegations by the CIO and issuance of findings and recommended corrective actions as may be warranted.

The CIO, in consultation with the appropriate Vice President or Dean, shall determine whether corrective action is warranted. Such determinations shall be made on a case by case basis considering the totality of the circumstances. Reports of alleged discrimination, harassment, or sexual harassment brought against any College employee by one or more persons may warrant corrective action regardless of whether or not a written complaint is filed under the College’s Discrimination/Harassment Policy. [Corrective actions against a faculty member may be grieved by the faculty member under Section 2.11 of the Faculty Handbook or, in the case of a sanction of dismissal, the procedures of Section 2.6.4 of the Faculty Handbook would apply.]

EDUCATION AND PREVENTION

The establishment of a campus environment that is as free as possible from discrimination, harassment, and sexual harassment can be best achieved through ongoing and preventive educational efforts designed to ensure that persons are aware of their rights, that persons clearly understand prohibited conduct, and that persons are aware of the proper way to address complaints. The Director of Human Resources will coordinate these educational programs.

The College will conduct annual training sessions for all faculty, staff, and students regarding this policy and the prevention of discrimination, harassment, and sexual harassment. The intent of this training is to produce an institution that is free of discrimination and harassment and that provides the opportunity for everyone to reach full potential in the performance of his or her assigned job or educational pursuits.

SEXUAL ASSAULT VICTIMS BILL OF RIGHTS

In compliance with Section 485 of the Higher Education Act of 1965 (20 U.S.C. 1092(f), as amended by the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Pubic Law 102-26 (April 9, 1991) and 102-325 (July 23, 1992), and the Campus Sexual Assault Victims’ Bill of Rights Act of 1991, victims of campus-related sexual assaults shall be accorded the following rights by all Westminster College campus officers, administrators and employees.

A. The right to have any and all sexual assaults against them treated with seriousness, the right to be treated with dignity, and the right for campus organizations that assist such victims to be accorded recognition.

B. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted authorities of the governmental entity in which the crimes occurred and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

C. The right to be free from any kind of pressure from campus personnel to: (1) not report crimes committed against them to civil/criminal authorities or to campus law enforcement/disciplinary officials; or (2) report crimes as lesser offenses than the victims perceive them to be.

D. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because: (1) victims are somehow “responsible” for the commission of crimes against them; (2) victims are contributorily negligent or assumed the risk of being assaulted; or (3) by reporting crimes, the victim would incur unwanted personal publicity.

E. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution affords the referred; and the right to be notified of the outcome of such proceeding.

F. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining such information (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

G. The right to be made aware of and assisted in exercising any options as provided by State and Federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.

H. The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
I. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes if requested by the victims.

J. In addition to the above rights, students, whether sexual assault victims or not, have a right to habitability in campus accommodations for which the college receives any compensation, direct or indirect. Habitability shall mean an environment free from sexual or physical intimidation, or any other continuing disruptive behavior that is of such a serious nature as would prevent a reasonable person from attaining their educational goals. Substantiated violations of the above listed habitability provisions shall be corrected by campus personnel by relocations, if reasonably possible, of the complainant to an acceptable, safe and secure alternative location as soon as practicable, unless the conditions of nonhabitability demonstrate the necessity of immediate action by campus personnel. These rights are established and are implemented in conjunction with the Westminster College Sexual Harassment Policy and Procedures, which include informal procedures for counseling and mediation and formal complaint procedures.

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**EQUAL OPPORTUNITY**

Consistent with its faith tradition, Westminster College strives to maintain an academic and working environment based on the principle of the dignity and worth of every human being. Westminster is an equal opportunity employer and does not discriminate, and will not tolerate discrimination, on the basis of race, color, national or ethnic origin, sex, sexual orientation, gender, gender identity and expression, age, marital status, veteran status, genetics, handicap or disability, or any other protected class as those terms are defined under applicable state and federal law. In its employment practices, the College may consider the individual’s support of the philosophy and purposes of Westminster as stated in the Undergraduate Catalog. Otherwise, Westminster does not discriminate, and will not tolerate discrimination, on the basis of religion or creed.

Harassment is a form of discrimination. It includes physical, verbal, or any other behavior, including written or non-verbal symbols, that either disregard the harmful effects on, or that intend to hurt or intimidate, a specific individual, group of individuals, or campus organization on the basis of one or more of the criteria listed above in this policy. This policy applies to all employees and applicants for employment in connection with hiring, compensation, training, placement, transfer, promotion, demotion, discipline, termination, recruitment, or other terms and conditions of employment.

Inquiries concerning compliance with this policy should be addressed to the Equal Opportunity Officer, Westminster College, New Wilmington, PA 16172-0001 (724) 946-7247.

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**FREEDOM OF EXPRESSION**

Westminster College supports the first amendment which guarantees freedom of speech, freedom of expression, and the right to assemble peaceably. The College remains firmly committed to affording every member of the College community the opportunity to engage in peaceful and orderly protests and demonstrations which do not disrupt the operation of the College. However, such opportunities must be provided on an equal basis and adhere to the basic principle of the College’s being neutral to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the College fulfills its educational mission, the College has the responsibility to regulate the time, place, and manner of expression. Through such regulation, the College can assure equal opportunity for all persons, preserve order within the College community, protect and preserve College property, and provide a secure environment to individuals exercising freedom of expression.

The following provisions serve as a guideline for governing Freedom of Expression at Westminster College.

**FREEDOM OF SPEECH**

Students should be generally free to express their ideas and opinions both inside the classroom and in all other areas of the campus including, but not limited to: residence halls, academic buildings, and all other properties owned by the College in a manner that does not conflict with College policies and guidelines. Students have the responsibility to express their ideas and opinions in a way that will not infringe upon the expression of ideas and opinions made by other members of the Westminster College community, including not engaging in hate speech and in a manner that does not unduly disrupt the College learning environment or jeopardize student safety.

**RIGHT TO ASSEMBLE**

The College should generally allow students and student organizations to organize and assemble, without College interference, provided that they do so without undue disruption of College activities and the enjoyment of other students and in a manner that does not directly violate the rights of any other member of the Westminster College community.

Students should generally be free to form and join organizations to promote their common interests, but as a condition of institutional recognition, prospective student organizations must follow the required procedures for recognition as found in the Student Organization section of the Handbook for Students.
DISTRIBUTION OF WRITTEN MATERIAL

Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in open areas outside of buildings and other enclosed structures on the campus. No stand, table or booth shall be used in distribution except in the McKelvey Campus Center and only with the permission of the Associate Dean of Students Affairs. Written material may not be distributed to faculty or staff offices, campus residents’ private rooms, or placed under closed/locked doors. The College maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

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NETWORK ACCOUNT DELETION

Graduating Students: Network accounts for fall semester graduates are deleted on or around Feb. 15 of the following semester; spring semester graduates’ accounts are deleted on or around July 15; summer session graduates’ accounts are deleted on or around Oct. 15.

Suspensions/Financial Holds: Accounts of students on academic or disciplinary suspension are disabled as of the effective date of suspension; accounts of students with financial holds from the Business Office are disabled as of the effective date of the hold action. In both cases, accounts are deleted in 30 days unless a student’s status changes during this period.

Withdrawals: Accounts of students who withdraw from the College are disabled two weeks after the withdrawal date and deleted in 30 days.

Non-Returning Students: Accounts of enrolled students who do not return to take classes for a period of six months are deleted.

Leaves of Absence: Accounts remain intact for students who are on official leaves of absence for medical or other reasons.

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PETS AND OTHER ANIMALS

Pets and other animals are permitted in non-residential campus buildings when allowed by law and approved by the College, or when part of a College-sponsored program or activity. Animals should not be left unattended and, whenever possible, be placed on a leash. Individuals are responsible for the behavior of their pets and other animals under their supervision while on campus.

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RECORDS AND PRIVACY

STUDENT RECORDS AND FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) prevents the College from releasing “personally identifiable student education records” to unauthorized individuals or organizations without the student’s written consent. However, College employees who have a legitimate need to see these records, and parents who can prove that a student is still a dependent for tax purposes, can view these records if they follow the proper procedures.

As a result of this federal legislation, records in the Offices of Admissions, Career Center, Chaplain, Student Affairs, Financial Aid, and Registrar as well as all student records maintained in other Westminster College offices except Counseling Services, Disability Support Services, and the Student Health Center will be open to review in the presence of the appropriate College administrator upon written request by a student. Records in Counseling Services and the Student Health Center may be reviewed by a physician or other professional of the student’s choice in the presence of the appropriate administrator.

A student’s medical and psychological records will be available to him/her for a period of three years following the termination of the College-student relationship (e.g., graduation, withdrawal from the College, etc.). All student medical and psychological records will be discarded by the College after the three-year period. All requests for a former student’s medical and psychological records must be made in writing by that individual to the Vice President for Student Affairs.

Student records in the Disability Support Services Office are maintained for a period of seven years following the termination of the College-student relationship. All student medical and psychological records must be made in writing by that individual to the Vice President for Student Affairs.

Students’ disciplinary records will be retained by the College for a period of five years following the termination of the College-student relationship. Disciplinary records will be retained indefinitely by the College in cases of disciplinary suspension or expulsion.

Any material contained in a student’s file dated prior to Jan. 1, 1975, produced in expectation of confidentiality shall continue in that status — for example: health records, psychological records, psychological test results and diagnostic data, interest inventories, admissions and placement references, high school transcripts, financial aid data, and all reference letters.

Students are entitled to one copy of material dated after Jan. 1, 1975. Costs of reproduction shall be the responsibility of the student. Students may not remove material from any file.
If information in a student’s file is challenged, the author of the material shall be notified, if possible, and afforded the opportunity to debate or alter the information. If the author does not change the challenged material to the satisfaction of the student or if the author cannot be practically contacted within 45 days of the written request of the student, the student may present the case before a hearing board appropriate to the case appointed by the President of the College which shall comprise faculty, administration, and students. Written clarification or rebuttal to the contested material or additional written comments may be added to the file by the student.

Any challenge to professional diagnosis or opinion (such as medical, psychiatric, or psychological diagnosis) must be on the basis of other professional opinion or diagnosis furnished by the challenger. Such additional information will be placed in the file of the student. The right to challenge a recorded grade given in any course is not within the jurisdiction of this policy.

Faculty and administrators may have access to student records in all offices other than the Counseling Service, Financial Aid, Student Health Center, and Business Office for legitimate educational reasons. Such reasons are to be determined by the appropriate administrator.

The release of any information to a third party other than a member of the faculty and administration of Westminster College will take place only after written consent is obtained from the student who shall verify the records to be released, to whom, and the reason for the release. Exceptions may be made in cases of compliance with judicial order or in response to a lawfully issued subpoena.

Students who request to review or challenge any records held in any office at Westminster College shall be required to submit a written request to the appropriate administrator stating the records to which there is desired access. Procedural details may be obtained from the Office of Student Affairs.

The portion of the education record known as “Directory Information” is available only to members of the campus community with valid my.Westminster credentials.

DIRECTORY INFORMATION

Directory Information is personal student data that can be published in a Campus Telephone Directory or used to identify a student to outside agencies. Directory Information is treated in a professional manner by the College and its employees.

The following pieces of student information are considered Directory Information:

- Student’s name
- Home or campus address
- Parents and/or guardian’s name
- Date and place of birth
- Telephone listing (includes cell phones)
- Email address
- Current enrollment status (full- or part-time)
- Major field of study
- Class level
- Participation in officially recognized activities
- Campus honors
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Degree(s) received
- Educational institutions most recently attended.

If you are a student, you have the right to withhold directory information for a given academic year in any or all of the directory information categories. This can be done by submitting a request in writing, including signature, to the Office of Marketing and Communications, Old Main 101, within the first 15 class days of the first semester attended in a given academic year. A new request must be completed for each academic year.

Restricting all of your Directory Information may have some undesired consequences. If you have any questions about these consequences, ask about them at the Office of Student Affairs.
REQUESTING OR RELEASING COPIES OF STUDENT RECORDS

Westminster College faculty or administrative staff members may request copies of student records, provided they have a legitimate need for these records that pertains to their duties as an employee of the College.

Westminster College students may authorize the release of their records to their parent(s)/guardian(s) by completing the Student Consent to Release Education Record Information form available in the Registrar’s Office and online.

A parent who has claimed a student as a dependent for federal tax purposes in the most recent tax year may request a copy of that student’s record, providing a completed Parent Request for Disclosure of Education Record form, available in the Registrar’s Office and online, has been filed at the Registrar’s Office.

ACCESSING GRADES

Students may view their grades through My.Westminster once the semester is completed. Mid-term grades are posted for first year students only in the fall semester.

ENROLLMENT VERIFICATION

Students may obtain verification of dates of enrollment and full-time status for most purposes through the links provided to the National Student Clearinghouse on My.Westminster. This information is immediately available and is updated several times each semester. Students who must supply an employer or insurance agency with proof of satisfactory progress or grade point average may contact the Registrar’s office for more information.

MISSING PERSON NOTIFICATION

The College will request of all new students each year that they provide, on a voluntary basis, contact information in the event that the student would be reported officially missing during his or her tenure at the College.

If a Westminster College residential student is suspected missing from the campus, immediately contact a member of the Residence Life Staff within that student’s residence hall. If the student resides off campus, contact the Public Safety Department at 724-946-7777.

All reports of missing persons made to Residence Life and/or Public Safety Department staff are followed up with an on-going investigation. If it is determined by the Public Safety Department that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours the College will:

Notify the individual identified by the student as the missing person contact to be contacted in this circumstance;

If the student is under 18 years old, the College will notify a parent or guardian; and

In cases where the student is over 18 and has not identified a person to be contacted, the College will notify appropriate law enforcement officials.

RESPONSIBLE USE OF INFORMATION RESOURCES

In support of its mission, Westminster College, within the parameters of institutional priorities and financial capabilities, intends to provide access for students, faculty and staff to local, national and international sources of information. It is also the intent of the College to maintain a campus environment that facilitates access to knowledge and the sharing of information with colleagues at Westminster and at other locations without fear that their work will be violated by misrepresentation, tampering, destruction and/or theft.

The Policy for Responsible Use of Information Resources contains the governing philosophy for regulating faculty, student and staff use of the COLLEGE’S INFORMATION RESOURCES INCLUDING, BUT NOT LIMITED TO, LIBRARY, ACADEMIC AND ADMINISTRATIVE COMPUTING, AND TELEPHONE SYSTEM RESOURCES. It also explicates the general principles regarding the appropriate use of these resources. In adopting this policy, the College recognizes that all members of the College community are also bound by local, state and federal laws governing the use of these resources.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to privacy and the right to determine the form, manner and terms of publication and distribution. Access to the information resource infrastructure both within the College and beyond the campus, sharing of information and security of the intellectual products of the community all require that every user accept responsibility for protecting the rights of the community and its members and abiding by the principle of respect for intellectual/academic work.

Access to the College's information resources and facilities is a privilege granted to Westminster faculty, staff and students. The College reserves the right to limit or extend privileges and access to these resources. Any member of the College community who, without authorization, accesses, uses, destroys, alters, dismantles, or disfigures College information technologies, properties or facilities, including those owned by third parties, thereby threatens the environment of increased access and sharing of information.
He/she also threatens the security within which members of the community may operate and, in the view of the College, has engaged in unethical and unacceptable conduct.

Westminster College’s information resources including the campus network and access paths it provides to off-campus resources such as the Internet are private facilities of the College. These facilities are made available to users as the College sees fit in accordance with its mission. The College strives to operate the network reliably, efficiently, securely, legally, and in accordance with College policies. To accomplish this, the College may exercise its right to log access to and use of all resources on the network as well as the traffic that flows through the network. Management software on the network can log dates and times users log in and log out of the network. It can also identify resources used on or accessed from the network, messages and files stored and passed through the network, servers and other sites accessed from the network, and applications executed by users of the network. In addition to logging user activity, management software can determine the identity and log the behavior of machines attached to the network. The College reserves the right and may exercise the right to examine any messages, files or other traffic residing on or flowing through the campus network that pose immediate or potential threats to the network or user resources on the network. This includes, but is not limited to, the right to examine messages, files and traffic for viruses, worms and other threats, even if the messages, files and traffic are being sent from and/or destined for systems or networks outside the College.

Although information can be monitored and logged by the network, the College does not routinely monitor individual users’ activities or the content of their work while using campus resources. However, if circumstances indicate a user or a user’s computer is causing problems with operation of the network or other information resources, or is violating laws or College policies, the College will take all appropriate steps to identify the cause of the problems. This may include using information logged by the system or collected about users and their computers. If policies are violated, offending users will be dealt with according to established procedures. If there are indications of local, state or federal law violations, College personnel will cooperate with appropriate officials to identify and prosecute offenders. This will include providing information about machines and user activities that might be involved in the violations.

If demand for specific information exceeds the capacity of available information resources, use of the resources for instructional/administrative activities directly related to the mission of the College shall have priority over individual use of resources. Also, any information network traffic exiting the College is subject to the acceptable use policies of the network through which it flows as well as to other College policies pertaining to the use of information resources.

In the final analysis, the health and well being of the College’s information resources are the responsibility of all users who must guard against abuses that disrupt and/or threaten the long-term viability of the systems and resources at Westminster and beyond the campus. The College requires that members of its community act in accordance with these responsibilities, its policies pertaining to the use of such resources, relevant laws and contractual obligations and the highest standard of ethics.

In accordance with the College Policy for the Responsible Use of Information Resources, the behaviors by students or student organizations listed below are addenda to the Student Code of Conduct and are subject to College disciplinary action. The Student Code of Conduct and the procedures for its administration appear in the Handbook for Students under the section entitled “Rights and Responsibilities.” Moreover, the College reserves the right to restrict a student’s access to information resources, pending the outcome of College judicial action, if, in the opinion of the Director of Information Systems, the student’s continuing access to such resources endangers the resources, is a threat to other individuals or may result in additional violations of the Student Code of Conduct. In addition to College disciplinary action, students may be subject to prosecution by legal authorities if they violate local, state or federal laws governing the use of information resources. Finally, the College reserves the right to take disciplinary action against students who allow the use of their College information resource accounts by others when such use entails violations of the Student Code of Conduct.

a. Use or attempted use, not authorized by the College, of an information resource account;

b. Disguising or attempted disguising of the identity of an information resource account or information resource in use;

c. Allowing other persons to use your information resource account or the accounts of others in the absence of the owner of the account;

d. Use of College telecommunications network to gain or attempt to gain unauthorized access to local or remote information resources. No equipment configured as a network server, router, switch, or other intelligent network access or control device may be connected to the campus network by any method (data jack, wireless, or other type of connection) without written approval from the Associate Dean of Library and Information Services. No routers or devices that provide routing services are permitted to be attached to any portion of the campus network. Attachment of such a device will result in disconnection of that device and other equipment connected through it to the network, along with possible loss of network privileges. ALL user machines connected to the campus network must be individually registered with Library and Information Services using TitanNet registration procedures;

e. Acts performed knowingly or deliberately which are intended to or have the effect of impacting adversely the operation of information resources and/or services to other users of the resources. This includes, but is not limited to: the unauthorized use of network accounts for the purpose of sending email mass mailings or chain letters; executing programs that impede the operation of the network; and using the resources of the network inappropriately to conduct activities among a limited
number of users that produce excessive unwanted and unnecessary effects for other campus users (for example, extended email discussions among select individuals or groups that generate unwanted messages for other users);

f. Modification of computer files, disks, programs or other information resources belonging to the College or other persons without the owner's permission;

g. Use or installation of a program which is intended to damage an information resource file, system or network;

h. Circumvention or attempts to circumvent information resource protection measures;

i. Violation of licensing agreements for information resources;

j. Reading, copying, deleting or altering in any way information resource communications, files, or software belonging to others without their permission, unless authorized by the Director of Information Systems;

k. Use of any College information resource for purposes other than personal communications or educational/administrative work directly related to the mission of the College, unless approved by the Director of Information Systems;

l. Use of information resources for commercial enterprises and/or financial gain, unless approved by the Director of Information Systems.

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**SKATEBOARD AND HOVERBOARD POLICY**

Skateboarding and Hover Boarding are prohibited on any areas within the property and roadways of Westminster College. The use, possession or storage of hoverboards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is prohibited —this includes all college buildings, roadways, walkways and housing. If any devices are found on campus they will be subject to being confiscated by Westminster Public Safety.

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**SMOKING AND TOBACCO USE**

[effective 10.12.10]

Smoking is prohibited:

a. In all campus buildings;

b. At designated building entrances (including open-air under-roof entrances);

c. At Burry Stadium, athletic playing fields during events and/or practices, and the Preschool playground;

d. At outdoor college-sponsored events on the Westminster campus; and

e. In college-owned or rented buses, vans, and all other campus vehicles when in use for College-related purposes.

It is requested that individuals refrain from smoking within 20 feet of all building entrances and limit smoking to those areas immediately adjacent to cigarette receptacles located on lampposts throughout the campus.

The use of smokeless tobacco devices (including e-cigarettes, smoke-less cigarettes, smoking vapors, hookahs, and hookah pipes) are prohibited in all campus buildings including residence halls and athletic facilities. The use of chewing tobacco is permitted only within individual residence hall rooms and outdoor areas unless specified otherwise.

Anyone witnessing a violation of these policies should ask the violator to cease and desist. If a student refuses to comply with the request, the incident should be reported to the Office of Student Affairs. Members of the faculty, administration, and staff who violate the policy should be reported to their immediate supervisor.

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**TITLE IX**

Under the provisions of Title IX of the Education Amendments of 1972 (Title IX), 20 USC §§ 1681 et seq., and its implementing regulations, 34 CFR Part 106, discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance is prohibited. Sexual harassment of students, which includes acts of sexual violence, cyber stalking and unwanted physical contact of any sort, is a form of discrimination prohibited by Title IX. The U.S. Department of Education's Office for Civil Rights defines this type of harassment as unwelcome conduct of a sexual nature that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct, implicated by dating or domestic violence, social or electronic stalking and other adverse activity, creates a “hostile environment” when sufficiently severe or pervasive to limit or interfere with a student’s ability to participate in educational activities. This also includes bullying and harassment of LGBT (Lesbian, Gay, Bisexual, Transgender) or gender nonconforming students that is gender-based harassment - meaning harassment or bullying because a student does not conform to stereotyped notions of masculinity or femininity.
It is the policy of Westminster College to comply with Title IX and its regulations. The Title IX Compliance Officer is the Vice President for Student Affairs and has been appointed to coordinate the College’s efforts to comply with the law. Anyone who believes that, in some respect, Westminster College is not in compliance with Title IX and its regulations should contact the Title IX Compliance Officer:

Carllos Lassiter  
Phone:  
724-946-7110  
Office of Student Affairs  
Fax:  
724-946-6140  
McKelvey Campus Center  
Email:  
lassitcd@westminster.edu  
Westminster College  
New Wilmington, PA 16172  

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**VEHICLES AND VEHICLE REGISTRATION**

Westminster College is a pedestrian campus. Students are expected to use their assigned parking areas for long-term parking and walk to classes, meals, and events. In order to park on campus, all vehicles except those belonging to visitors must display a current Westminster College parking permit. Temporary courtesy parking passes are available at the Public Safety Office for students or guests bringing a car to campus for a week or less. No one is permitted to park in areas for which they do not have the appropriate decal.

Westminster College employees shall obtain parking hang tags at the Public Safety Office.

Westminster College students shall obtain parking decals as follows:

1. Register vehicle online via this link [https://my.westminster.edu/ics/Campus_Life/Campus_Groups/Public_Safety/Forms/Vehicle_Registration_Form.jnz](https://my.westminster.edu/ics/Campus_Life/Campus_Groups/Public_Safety/Forms/Vehicle_Registration_Form.jnz) Follow instructions found there regarding registration and payment.

2. Make payment via CASHNet, cash or check at the Business Office, or titan card payment at Public Safety Office. Cost of a student parking decal is $75.00

3. Pick up parking decal at Public Safety Office Mon-Fri, 8am to 4pm, by presenting current registration and insurance information for the registered vehicle as well as personal identification. Online registration and payment must be completed prior to decal being reserved/issued.

The registration process is not complete until the parking decal is obtained from Public Safety and affixed to the registered vehicle as required.

Advance sale of parking decals begins in late April of each year according to class year. First year students may begin registering vehicles in mid-July and will be able to pick up the parking decal beginning mid-August.

Vehicles are to be registered by the first day of classes or within two business days of bringing the vehicle to campus.

At the start of the fall semester, all permits are sold on a first-come/first-served basis until the limit of 220 decals per class level is reached. Once any class level reaches its 220 decal limit, no more decals will be issued for that class level; however, sales will continue for other class levels until they reach their cap as well.

**DECAL PLACEMENT**

Student decals are to be permanently affixed on the rear of the vehicle for which the decal is issued. Decals are to be placed on the left side of the rear bumper or on the outside lower left corner of the rear window. Decals are not to be transferred to another vehicle(s) without prior authorization from Public Safety. If a registered vehicle is replaced during the registration period, a new sticker will be issued at no cost.

**PARKING LOTS/SPACES**

A parking decal does not guarantee a parking space on campus. Parking is subject to available space. Lack of space will not be considered justification for violating parking regulations.

Motorbikes and motorcycles must be kept out of buildings and parked only in parking lots.
PARKING LOT ASSIGNMENTS

Parking lots are conveniently marked with color-coded signs that match the colors of the parking decals permitted for that lot. The simple rule to follow is that if the colored triangles on the lot signs do not match the color of a decal, then that vehicle may not be parked in that lot. Parking in lots closest to academic buildings is reserved primarily for staff and students who live outside the immediate New Wilmington area and commute to class or work. Commuting students and employees are expected to allow sufficient time in their travel schedules to accommodate walking time from a parking space to their workstation or classroom.

Red Decals — Eichenauer Hall, Russell Hall, and Berlin Village upperclassmen. May park only in the lots adjacent to the Berlin Village Townhouses, the Eichenauer lot, the Russell lot, the lower Hoyt lot, and the lower football field lot located behind the visitor bleachers.

Green Decals — Commuters. May park only in the Beeghly/Shaw lot, the lower Hoyt lot, Field House west lot (near the softball field) and the lower football field lot located behind the visitor bleachers.

Teal Decals — Ferguson Hall and Thompson House residents. May park only in the lot adjacent to Ferguson Hall (but not on Westminster Drive), in the Physical Plant lot, the lower Hoyt lot, and the lower football field lot located behind the visitor bleachers.

Purple Decals — Shaw Hall upperclassmen. May park only in the Minteer lot (at corner of Maple and Mercer Streets), the lower Hoyt lot, and the lower football field lot located behind the visitor bleachers.

Brown Decals — Browne Hall and Galbreath Hall residents. May park only in the eleven spaces in front of Browne Hall, the lot at the bottom of the hill along Westminster Drive near the bridge to the Field House, the lower Hoyt lot, and the lower football field lot located behind the visitor bleachers. If you are unable to find a space in your designated areas, you may also park in the lot in front of the Field House.

Yellow Decals — All other non-reserved parking spaces on campus. This includes the lower Hoyt lot (near the Phi Kappa Tau house), spaces along Westminster Drive (but not in the small lot near the bridge to the Field House), along College Avenue, on the north side of the Field House (but not in front of or behind the Field House), and the lower football field lot located behind the visitor bleachers.

ENFORCEMENT

All traffic laws of the Commonwealth of Pennsylvania and the Borough of New Wilmington are enforced. The speed limit on campus is 15 mph. The roads on campus are considered public highways under the Pennsylvania Vehicle Code, and all traffic laws can be enforced by police officers having jurisdiction on campus. These departments include Westminster College Public Safety, New Wilmington Borough Police, and Pennsylvania State Police.

It is not our intention to penalize visitors to our campus who may not be aware of our regulations. Violations of parking in the incorrect parking lot and decal violations will be voided for visitors to the College. Visitors should enclose their name and address, a brief explanation of their visit when returning the ticket to the Public Safety Department. The Department reserves the right to refer violations of the Pennsylvania Vehicle Code for enforcement.

PARKING FINES

The College’s parking fine schedule for campus is as follows:

1. Parking in space reserved for persons with disabilities $50
2. Parking on campus without a valid decal $30
3. Unauthorized use of a parking permit $20
4. Parking where prohibited or restricted by signs $10
5. Parking where no space exists $10
6. Parking where reserved by cone or marker $10
7. Blocking a driveway, walkway, loading zone, or another vehicle $10
8. Improper display of a parking decal $5
9. Parking on campus when parking privilege is revoked $115

Parking fines are payable by cash or check at the College Business Office in Old Main or by Titan dollars. Unpaid fines will be charged against a student’s account 30 days after date of issue. Unpaid fines may constitute grounds for withholding of grades, transcripts, diplomas, and/or denial of registration.
TOWING AND OTHER ENFORCEMENT

Accumulation of a total of three (3) or more parking tickets for parking on campus without a decal or accumulation of seven (7) or more parking tickets for any violations will result in loss of on-campus parking privileges. Vehicles belonging to those who have lost parking privileges will be towed at operator’s/owner’s expense each time they are found parked on campus after revocation. If a wrecker is not available, a $115 fine will be assessed for parking on campus while privileges are revoked.

The College reserves the right to tow a vehicle at any time at owner’s expense if it is obstructing traffic, disrupting College operations, parked in the Quad areas, parked on sidewalk, or parked in a tow-away zone.

APPEALS OF PARKING VIOLATIONS

To dispute a ticket, drivers must submit a written appeal within 10 calendar days of the ticket date. Appeal forms are available at the Public Safety Office. Appeals must be completed and received at the Public Safety Office within the required time limits. Results of appeals are final.

The following reasons will not be considered justifiable grounds for appeal:
1. Parking illegally with four-way flashers activated.
2. Parking illegally for a short period of time.
3. Claiming to be unaware of Westminster College parking regulations.

EXCLUSIONS

Emergency and service vehicles (identified with orange employee registration hangtags) that are directly engaged in performance of assigned duties are excluded from parking regulations. However, these vehicles shall not be parked or operated in any manner that would constitute a safety hazard.

LIABILITY

Westminster College assumes no responsibility or liability for loss or damage to any motor vehicle parked on or adjacent to the grounds of Westminster College.

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WITHDRAWAL OR LEAVE OF ABSENCE FROM THE COLLEGE

WITHDRAWAL OR TRANSFER

A student wishing to withdraw or transfer from the College should start the process by making an appointment to see the Vice President for Student Affairs for an exit interview. The purpose of the interview is to assess the student’s present status, to ascertain the reason for withdrawal or transfer, and to direct the student to the next steps to complete the process.

VOLUNTARY LEAVE OF ABSENCE

Students, upon approval of the Vice President for Student Affairs, may elect to take a voluntary leave of absence from their studies at Westminster College. Students who are granted a Leave of Absence will be permitted to resume their studies subject to the same graduation and program requirements to which they were subject at the time they began their leave, and do not need to re-enter the admissions process if they meet the stipulated conditions for their return.

Any petition for such a leave of absence must be made in writing, and must include reasons to justify the leave. The Leave of Absence form can be found at: https://my.westminster.edu/ics/Campus_Life/Campus_Groups/Student_Affairs/. A leave of absence will normally be granted only if the circumstances which warrant it are beyond the student’s control, and usually only considered for one full (fall or spring) semester.

IN VOLUNTARY LEAVE OF ABSENCE

The Vice President for Student Affairs may place a student on an involuntary leave of absence according to the policies set forth in the Student Handbook. Due to the nature of the College’s educational environment, a student may also be placed on an involuntary leave of absence in the following cases:

1. The student has allegedly violated a disciplinary rule of the College and the Dean of Students, in consultation with the Dean of the College, concludes that the student poses a significant risk to the safety or educational environment of the community.
2. The student is banned from campus.
3. The student has not registered as required at the beginning of each semester.
4. The student withdraws from all courses. The leave of absence will be effective immediately.
5. The student drops below the minimum number of courses required to remain a full-time student without approval from the Dean of Students.

MEDICAL LEAVE OF ABSENCE OR WITHDRAWAL (VOLUNTARY OR INVOLUNTARY)

When illness, injury, or a psychiatric disability occurs, a student or guardian may request, or the College may require, a medical withdrawal or medical leave of absence from the College. All medical withdrawals or leaves must be approved by the Vice President for Student Affairs. Specific conditions for future re-admittance are stipulated at the time of the withdrawal or granting of a leave of absence. These conditions may specify what professional medical documentation is required for the withdrawal to be granted, and/or a period of time for a leave. Before the student will be permitted to return to campus, the College may require a professional evaluation or assessment (at the student’s expense) stating the professional expert’s opinion that the student is now capable of meeting the academic and the social standards of the College (which are stated in the Westminster Student Code of Conduct).

APPEAL PROCESS FOR INVOLUNTARY WITHDRAWAL
Refer to the information under the heading “Involuntary Administrative Withdrawal” for additional information and appeal process related to a withdrawal that is not voluntarily initiated or accepted by the student.

RETURN TO CAMPUS PROCEDURES FOR ANY WITHDRAWAL OR LEAVE OF ABSENCE
Students who have taken a Leave of Absence and desire to return to campus must complete a Return from Leave of Absence form, providing all required documentation. This form can be found on my.westminster.edu. Completed forms should be returned to the Student Affairs office.

Students who wish to apply for readmission after withdrawing from the College (voluntarily or involuntarily) must complete an Application for Readmission form. This form can be located online or procured from the Registrar’s Office, where the completed form must be returned along with a $200 registration deposit.

INVOLUNTARY ADMINISTRATIVE WITHDRAWAL

STANDARDS
1. A student may be subject to involuntary administrative withdrawal from the College (or from College housing) if the Vice President for Student Affairs determines that convincing evidence indicates the student is suffering from a severe psychological problem and, as a result of the problem, engages or threatens to engage in behavior which:
   a. poses a danger of causing physical harm to self or others and/or;
   b. disrupts the peace and orderliness of the campus or causes property damage on campus and/or;
   c. directly and substantially impedes the lawful activities of others.

2. The standards outlined in number 1 above do not preclude disciplinary suspension or expulsion from the College or College housing in accordance with provisions of the Handbook for Students or the College’s Student Code of Conduct.

PROCEDURES
1. The Vice President for Student Affairs will be responsible for determining when a student will be involuntarily withdrawn from the College because of a severe psychological problem.

2. In determining whether a student should be involuntarily withdrawn, the Vice President for Student Affairs may require the student to be evaluated by a licensed psychiatrist or psychologist chosen by the College. If the Vice President for Student Affairs requires that a student be evaluated, the student shall be informed of the requirement, in writing, by the Vice President for Student Affairs. The evaluation must be completed within five business days of the date on which the student is notified of the requirement unless an extension is granted by the Vice President for Student Affairs. After receiving the evaluation, the Vice President for Student Affairs will decide within two business days whether to involuntarily withdraw the student from the College or permit him/her to remain at the College. The Vice President for Student Affairs’ decision will be conveyed in writing to the student. (NOTE: The Vice President for Student Affairs is not required to obtain an outside evaluation in order to involuntarily withdraw a student.)

INTERIM INVOLUNTARY WITHDRAWAL
1. The Vice President for Student Affairs may implement an interim involuntary administrative withdrawal from the College or College housing immediately if a student required to complete an evaluation as outlined in the previous section fails to do so or, if in the judgment of the Vice President for Student Affairs, the psychological problem of a student is so severe that immediate withdrawal, on an interim basis, is required.

2. A student who has been withdrawn on an interim basis shall be given written notice of the withdrawal by the Vice President for Student Affairs.
3. A student who has been withdrawn on an interim basis will be given an opportunity to appear before the Vice President for Student Affairs within two business days from the date of the written notification of the interim withdrawal. The purpose of the meeting with the Vice President for Student Affairs will be to discuss only the following issues:
   a. The reliability of the information received by the Vice President for Student Affairs concerning the student’s behavior;
   b. Whether the student’s behavior poses a danger of causing imminent and serious harm to self or others, property damage on campus, disruption of the peace and orderliness of the campus or impediment of the lawful activities of others.
4. A student who has been withdrawn on an interim basis may be assisted in the meeting with the Vice President for Student Affairs by an adviser of his/her choosing.
5. After meeting with the student and receiving and reviewing all relevant information, the Vice President for Student Affairs will decide within two business days whether to make the involuntary withdrawal permanent or permit the student to return to the College. His/her decision will be conveyed to the student in writing.

Students who are administratively withdrawn because of a severe psychological problem will be eligible for refunds from the College according to the same schedule that applies to students who voluntarily withdraw for medical reasons.

The Vice President for Student Affairs may designate another College staff member to act in his/her place when carrying out the procedures for involuntary administrative withdrawal or interim withdrawal.

APEALS PROCESS FOR INVOLUNTARY LEAVE OF ABSENCE AND INVOLUNTARY WITHDRAWAL
Students who are placed on involuntary leave of absence or involuntarily withdrawn may request an appointment with the President of the College after all the leave of absence or withdrawal procedures outlined above have been completed. The President reserves the right to alter any decisions made.

RIGHT TO PETITION FOR READMISSION FOLLOWING SUSPENSION
A student who has been suspended because of a violation of the Student Code of Conduct may petition for readmission. The petition must be in writing and directed to the Vice President for Student Affairs. Such petition may not be filed before the expiration of one-half of the suspension period. The Vice President for Student Affairs shall determine whether such petitions will be granted or denied.
Westminster College affirms that its educational purposes require an atmosphere characterized by rational inquiry, discussion and standards of acceptable behavior. These regulations, which reflect the values to which the College is committed, are designed to help ensure order in the College community, to protect the rights of community members, and to create an environment which can enhance the opportunity for personal growth and development.

The College reserves the right to take disciplinary action against students or student organizations that violate these regulations. The College also reserves the right to supersede the authority of the Greek Judicial Board as it deems necessary and appropriate and to initiate disciplinary action against fraternities and sororities through the College Judicial System. To that end, the College judicial system has been established to address alleged violations of College policies. The judicial system's membership, comprised of students, faculty and administrators, is committed to conducting fair hearings which observe and respect students' procedural and substantive rights. The judicial process is designed to be a means by which each student can learn the value of his or her rights and to realize the importance of his or her responsibilities as a citizen in the campus community.

The College reserves the right to substitute reasonable alternate procedural formats when warranted, as determined by the appropriate administrator; or, alternate procedures, when warranted by time constraints, staffing limitation, or the absence of hearing officers, may be utilized as necessary without jeopardizing the rights of students.

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**VIOLATIONS**

**A. Misconduct**

The following behavior by student(s) or student organization(s), whether on- or off-campus, is subject to disciplinary action:

1. Conduct which may also be a violation of local, state, or federal laws, whether on or off-campus (no criminal conviction is necessary for the conduct listed below to be subject to disciplinary action by the College);
2. Possession, distribution, use or sale of illegal drugs or drug paraphernalia;
3. Possession, furnishing, sale or use of alcohol to or by persons under 21 years of age;
4. Use of fireworks or any other explosive or combustible material;
5. Unauthorized taking or possessing of College property or services or the property or services of others;
6. Behavior that may, or in fact does, cause physical or emotional harm to another person or cause reasonable apprehension of such harm. Such behavior may be intentional (a conscious decision to engage in the conduct; intoxication is not a defense to a charge of intentional misconduct) and/or reckless conduct which could reasonably be expected to create substantial risk of harm to another person. Examples of behavior which constitute a violation of this regulation include, but are not limited to:
   a. Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm;
   b. Attempts to cause or intentionally or recklessly causing bodily injury to another person;
   c. Striking, shoving, kicking or otherwise subjecting another person to unwelcome physical contact or attempting or threatening to do so, with the intent to harass, annoy or alarm another person;
   d. Communicating by voice or graphic means or making a telephone call, whether or not a conversation takes place, or via any other information resource, for the purpose or which has the effect of harassing and/or alarming another person;
   e. Engaging in sexual contact or behavior with another person (sexual intercourse, touching the sexual or other intimate parts of another person, inappropriate disrobing, or any other physical contact or touching of a sexual nature) without the consent of that person and/or by compulsion through physical force or fear. The term “consent” is defined as clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity.
Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Communicating consent:
Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement. While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner’s sexual desires, needs, and limitations provide a basis for a positive experience. Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of “no” should not be understood to mean there is consent.

A prior relationship does not indicate consent to future activity.
Note: A sexual assault victim violating the College’s alcohol or drug policy at the time of the assault will not face judicial action by the College for that infraction;

7. Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others. This would also include violations of the College’s Skateboard and Hoverboard policy;

8. Disorderly conduct — Students shall not engage in acts of disorderly conduct. A student commits disorderly conduct if, with intent to cause inconvenience, annoyance or alarm, or recklessly creating a risk thereof, s/he on Westminster College property: (1) is intoxicated as a result of the use of alcohol or controlled substances; (2) engages in fighting or threatening, or in violent or tumultuous behavior; (3) makes unreasonable noise; (4) uses obscene language, or makes an obscene gesture; or (5) creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the student.

9. Intentional or reckless interference with normal College activities and functions (examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency (Public Safety, fire or police) operations;

10. Intentional interference with the freedom of expression of others;

11. Reckless driving which may, or in fact does, endanger individuals or damage property;

12. Setting off false fire alarms in any building;

13. Initiation or circulation of a report or warning of an impending bombing, fire, or other crime, emergency, or catastrophe, knowing that the report is false;

15. Possession, storage, furnishing, sale or consumption of alcoholic beverages on campus. Additionally, items used specifically for the mass consumption of alcoholic beverages (e.g., beer bongs, kegs, party balls, etc.) whether empty or not, are not permitted on campus;

16. The use of organizational funds for the purchase of alcoholic beverages by officially recognized student organizations;

17. Pennsylvania law and/or Westminster College policy prohibit the possession, use or storage of weapons or dangerous materials of any type or description anywhere on Westminster College property. This includes, but is not limited to, firearms, compressed-air or gas-operated guns, pellet guns, BB guns, illegal knives, swords, explosive devices, fireworks, ammunition, or any other dangerous or offensive weapon as defined in the Pennsylvania Crimes Code, Section 908c. Additionally, the College prohibits the possession of any non-folding knife designed to be carried in a sheath, and any folding knife commonly referred to as a "pocket knife" unless it has a blade of less than three (3) inches in length;

18. Unauthorized use or transfer of College I.D. cards, meal tickets, or vehicle registration decals;

19. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises;

20. Violations of the Housing Requirements and housing regulations outlined in the Handbook for Students;

21. Violation of residence hall visitation hours;

22. Use of any tobacco products in any campus building or violation of the College’s Smoking and Tobacco Use Policy;

23. Tampering with fire safety or fire fighting equipment in College buildings;

24. Knowingly making a false statement, either orally or in writing, to any College employee or agent on a College-related matter;

25. Intentionally obstructing or failing to comply with the request of a College official or employee in the lawful performance of his/her duties;
26. Violations of rules listed in Westminster College Regulations Governing Fraternities committed by individual students whether or not they are members of fraternities;

27. Failure to appear before a College Judicial Board or College official for a disciplinary hearing when charged with a violation of the Student Code of Conduct and when duly notified of the hearing;

28. Failure to abide by any disciplinary sanction imposed under the Student Code of Conduct (e.g., failure to honor a monetary fine, terms of probation, behavioral sanction, etc.);

29. The College reserves the right to take disciplinary action against a student who is knowingly and willingly in the presence of a violation of a part of the Student Code of Conduct;

30. The College reserves the right to take disciplinary action against students whose guest on campus violates the Student Code of Conduct;

31. Violations of rules listed in Policy for Responsible Use of Information Resources;

32. Other items as amended by the President of the College and/or the College Board of Trustees.

B. Actions not committed on College property may also be subject to College disciplinary action, provided that the offense, in the sole judgment of the Vice President for Student Affairs, is related to the security of the College community or the integrity of the educational process (e.g., rape, arson, acts of violence, fraud, etc.).

C. College disciplinary procedures may proceed even though the same conduct is also the subject of a pending criminal charge.

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BOROUGH ORDINANCES

I. Borough Park
   A. The park closes daily at 11 p.m. It is unlawful to drive any vehicle in the park or for any person to enter the park, except to walk through from New Castle Street to S. Market Street and vice versa, after this time.
   B. It is unlawful for any person to transport, possess, or consume any alcoholic beverages whatsoever in the park. Most person(s) detained for the above two ordinances are also in violation of similar state statutes and are cited for violations of the Pennsylvania Crime Code.

II. Parking Violations
   It is unlawful to park a vehicle or to allow the same to remain parked on any Borough street, alley, or public parking lot at any time between 3 and 6 a.m.

III. Restrictions on Use of Firearms
   No person shall, except in necessary defense of person or property, fire or discharge any gun or other firearm at any place within the Borough of New Wilmington.

IV. Restrictions on Throwing Missiles
   It shall be unlawful for any person to throw any snowball, or any ball or stone or other missile of any kind upon or onto any of the public streets, alleys, squares, or sidewalks in the Borough of New Wilmington.

V. Tampering with Public Property
   It is unlawful to tamper with public property and fixtures in streets, alleys, sidewalks, and public grounds.

VI. Disorderly House
   It is unlawful for the tenants of an in-town apartment or house to permit or participate in illegal or unruly behavior at their residences. Any behavior that disrupts the peace and well-being of the community including excessive noise, furnishing alcohol to minors, fighting or failure to disperse upon the directives of the police falls into this category. Tenant-hosts that permit this conduct shall also be held responsible for the behavior of their guests.

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STATE STATUTES (CRIME CODES)

I. Minors — (under the age of 21) — it is unlawful to:
   A. Misrepresent age to secure liquor;
   B. Purchase, consume, possess, or transport intoxicating beverages;
   C. Represent to liquor dealers that a minor is of age;
   D. Induce minors to liquor.

II. Nuisances
   A. Scattering Rubbish — Citations may be issued to any person found violating this littering statute;
   B. Public Nuisance (Noise, unkempt house, etc.).
Charges may be filed under this statute in locations that are the sources of frequent complaints.

III. Offenses Against Property
   A. Criminal Mischief — Citations issued or charges filed citing this statute when a person damages public or private property;
   B. Theft by Unlawful Taking or Disposition — Taking traffic, parking, and/or street signs to decorate one’s room can result in arrest under this statute.

IV. Offenses Against the Public Order and Decency — This statute gives a police officer broad discretionary powers to regulate conduct in the Borough.

REPORTING A COLLEGE POLICY VIOLATION

Any College student, faculty or staff member wishing to file an Incident Report of a College policy violation should do so, in writing, as soon as possible after the event takes place, preferably within 48 hours. Reports of alleged violations should be made to the Office of Student Affairs and include the name(s) of the student(s) and/or student organization(s) accused together with the specific details of the violation. Forms for these reports are available from residence hall directors and in the Student Affairs office. The person making the report should sign the form.

PROCEDURAL RIGHTS OF STUDENTS

Each student accused of violating the Student Code of Conduct will have the following rights while his/her case is processed through the College judicial system:

1. A student may decline to answer questions about possible violations of the Student Code of Conduct. The refusal to answer those questions will not be considered a separate violation of the Student Code of Conduct.
2. A student may present witnesses in his/her behalf. In that a college hearing is not to be construed as either a criminal or civil trial, character witnesses (i.e., individuals who were not present at the alleged violation of College policy and provide information on behalf of a person only as to that person’s ethical qualities and morality both by the personal knowledge of the witness and the person’s reputation in the community) are not permitted at a judicial hearing.
3. A student may hear and question the testimony of all witnesses who testify orally and may review all written evidence submitted.
4. A student will have the opportunity to question the testimony of all witnesses.
5. A student may select an adviser of his or her choice. Attorneys may not serve as advisers; attorneys may be present to observe only if a student is charged with a serious crime and is charged off campus with the same offense. Advisers are not permitted to address any participants in the hearing other than the person whom they are advising in the presentation of his/her case. Any fees charged by an adviser would be borne by the student. The Vice President for Student Affairs shall be notified by the accused student (or complainant) at least 24 hours prior to the hearing that the student plans to have an adviser present.
6. A student accused of violating the College’s Student Code of Conduct is presumed innocent until it is proven that it is more likely than not that the student(s) violated the Student Code of Conduct.
7. A student shall have the right not to testify against him/herself unless he/she chooses. However, any voluntary information or statements the student makes during an investigation of a charge or during a hearing may be used as evidence or for the filing of additional charges.
8. A student shall be found responsible for violating the Student Code of Conduct only if it is proven that it is more likely than not that such a violation occurred.
9. A student will be given decisions made by the hearing officer, College Judicial Board, Appeals Board or President in a timely fashion.
10. A student’s disciplinary records will be kept confidential to the extent required by the Family Education Rights and Privacy Act. The College reserves the right to notify the parent(s) or legal guardian(s) of students who are under the age of 21 and who have been found by the College to have violated its alcohol and/or controlled substance policies.
11. A student may pursue appeals of decisions as provided in the section of Handbook for Students titled “Rights and Responsibilities.”
12. The same procedures followed in hearing judicial cases involving individual students are followed in cases involving student organizations. It will be the responsibility of the organization’s president and faculty adviser to attend the judicial hearing. The Vice President for Student Affairs or the College Judicial Board may also require some of the organization members, if necessary, to attend the judicial hearing. The notification of charges and hearing and the judicial decision will be given to the organization’s president and faculty adviser.
CASES INVOLVING SEXUAL HARASSMENT, SEXUAL ASSAULT, AND OTHER TITLE IX VIOLATIONS

Westminster College is committed to handling all cases involving allegations of sexual harassment, sexual assault, and other Title IX violations with appropriate care and sensitivity. Cases involving only allegations of sexual misconduct will be handled under the Sexual Misconduct Policy located at http://www.westminster.edu/campus/services/sexual-assault-information/. In cases involving allegations of sexual misconduct and other violations of the Student Code of Conduct, the college will follow the procedural provisions set forth in the Student Code of Conduct as to all allegations not involving sexual misconduct. However, to comply with the requirements of Title IX and other applicable laws, as well as to ensure that the college appropriately addresses issues related to sexual harassment and sexual assault for all Westminster College community members, the Sexual Misconduct Policy will apply to all allegations of sexual misconduct. While the Sexual Misconduct Policy should be reviewed for a detailed description of the manner in which complaints will be addressed, Westminster College provides this summary for the convenience of students. Any conflict between this summary and the Sexual Misconduct Policy shall be governed by the terms of the Policy. All allegations of sexual misconduct will be handled as follows:

1. The college will investigate and pursue through the Sexual Misconduct Policy’s Grievance Procedure any reported incidents of sexual harassment, sexual assault or other Title IX violations. (For additional information about the judicial process applicable to cases not involving sexual misconduct, please refer to the Westminster College Judicial System - Student Code of Conduct in the Handbook for Students.)

2. In cases where an alleged victim of sexual harassment, sexual assault or other Title IX violations chooses not to serve as a complainant in a formal judicial hearing, the College may act as a complainant when there exists a concern for the safety and welfare of the campus community or community at large. In such cases, the College will afford to the alleged victim all of the rights customarily afforded to a complainant. If an alleged victim wishes not to serve as complainant, s/he may nevertheless act as a witness in any hearing.

3. A decision by a victim to not serve as a complainant does not preclude a student(s) charged with such a violation from entering into a voluntary resolution with the College in cases where the alleged victim does not wish to pursue college disciplinary proceedings.

TITLE IX, INFORMAL RESOLUTION, AND THE SEXUAL MISCONDUCT POLICY HEARING PROCESS

In cases involving violations of Title IX, specifically alleged acts of sexual misconduct, in certain instances the College affords the accuser and the accused the opportunity to enter into a sanction resolution process. This process is outlined, below.

1. The College’s Title IX Coordinator will review the complaint and any results of the investigation undertaken by the College. The Title IX Coordinator will decide if the allegations establish probable cause to believe that a violation of the Sexual Misconduct Policy occurred. The Title IX Coordinator will advise both the complainant and the respondent as to the results of the probable cause determination.

2. If the Title IX Coordinator determines that there is no probable cause to believe a violation occurred, the complaint will be dismissed, and the complainant and respondent will be advised of that dismissal.

3. If the Title IX Coordinator determines that there is probable cause to believe that a violation occurred, the Title IX Coordinator will schedule a hearing and initiate the Informal Resolution Process described in the Sexual Misconduct Grievance Procedure.

4. The Title IX Coordinator will meet with the complainant and the respondent in an effort to identify appropriate steps to resolve the complaint informally without the necessity of a hearing. The Title IX Coordinator will propose remedies and/or sanctions, and if the proposal is acceptable to the complainant and respondent, the hearing will be cancelled, and the remedies and/or sanctions will be adopted and implemented. This process is intended to (a) minimize any further emotional distress that a formal disciplinary process can create, (b) expedite the College’s efforts to address the effects of any sexual misconduct, (c) eliminate the sexual misconduct, and (d) prevent the recurrence of the sexual misconduct. It also allows both parties the opportunity to be a part of the solution by permitting them to modify and agree upon, with conditions, the sanctions recommended by the College.

5. If the Informal Resolution Process does not result in a resolution of the complaint, the previously scheduled hearing will be conducted to resolve any factual disputes and to make recommended findings and conclusions as set forth in the Sexual Misconduct Policy Grievance Procedure.

6. The complainant and the respondent have the right to appeal the outcome of the hearing, and the complainant may appeal the Title IX Coordinator’s determination that there is no probable cause to believe a violation occurred. The details of those rights of appeal are found in Section 5 of the Sexual Misconduct Policy Grievance Procedure.

ADMINISTRATIVE ROLES: RESPONSIBILITIES OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

(Note: The term “Vice President” refers to the Vice President for Student Affairs and may include as a substitute an Associate Dean of Student Affairs, Assistant Dean of Student Affairs, or other designee of the Vice President for Student Affairs. The term “student” also
NOTIFICATION OF AN ALLEGED VIOLATION

A. The judicial process shall be initiated by the Vice President sending a notice to the student who has been accused of violating the Student Code of Conduct.

B. The notice shall be sent by campus mail to the student’s address on campus or shall be delivered personally to the student. The notice shall require the student to schedule an appointment with the Vice President to discuss the alleged violations in a pre-hearing conference.

C. The notice shall inform the student of the following:
   (1) The offense the student was alleged to have committed;
   (2) The date, time, and location of the alleged commission; and such other relevant circumstances as the Vice President may determine is necessary to include in the notice so that the student is on general notice of the nature of the alleged offense;
   (3) The section of the Student Code of Conduct upon which the charges are based;
   (4) Reference to students’ procedural rights in disciplinary matters as outlined in the Handbook for Students.

D. If the student fails to appear for the conference by a specified date, the Vice President may:
   (1) reschedule the conference;
   (2) dismiss the charges; or
   (3) if the Vice President reasonably believes the failure to be inexcusable, impose any of the disciplinary penalties described in this document.

THE JUDICIAL PROCESS – AN OVERVIEW

Students charged with a violation of the Student Code of Conduct have several opportunities to present their case to the College. The first step in the adjudication process is called the Pre-Hearing Conference. This is not a hearing per se, but a chance for the student and College hearing officer to discuss procedural issues related to the case and to clarify the judicial process with the student. The next step is a formal hearing with the student or president of the recognized student organization and either a hearing officer (Administrative Hearing) or the College's Judicial Board, which has students and faculty as its members. The hearing officer or Judicial Board would ultimately make a sanction recommendation to the Vice President for his or her final decision.

The College's Appeals Board is set up to hear appeals from students or recognized student organizations who are not satisfied with the decision of the hearing officer or Judicial Board. The Appeals Board, comprised of students and faculty members, would hear the case based upon the information they receive from the student and the transcripts of the hearing officer or Judicial Board.

Students or recognized student organizations may appeal the decision of the Appeals Board to the President of the College. The President is the final level of appeal.

PRE-HEARING CONFERENCE

A pre-hearing conference is initiated between the hearing officer and the student(s) following the receipt of a report of an alleged violation(s). The purpose of the conference is: (a) to explain the judicial process to the student; (b) to provide the student with an opportunity to hear the allegations against him/her; (c) to review the facts as stated in the report(s); and (d) to allow the student to discuss the case with the hearing officer in an informal context. No decision(s) is rendered at this time.

During the pre-hearing conference, the hearing officer shall assume responsibility for informing the student of the following:
1. The offense the student or recognized student organization was alleged to have committed as stated in the written notice;
2. The date, time, and location of the alleged commission and other relevant circumstances as the Vice President may determine are appropriate to discuss;
3. The section of the Student Code of Conduct upon which the charges are based;
4. The student’s procedural rights in disciplinary matters as outlined in the Handbook for Students;
5. The sanctions which may possibly be imposed.

The student will have 48 hours from the conclusion of the pre-hearing conference to indicate whether s/he prefers an administrative or Judicial Board hearing. The Vice President or his/her designee may (1) hear and make a decision whether the individual(s) charged in the case has violated the College's Student Code of Conduct; or (2) refer the case to the College Judicial Board. If the student prefers...
a Board hearing, the Vice President will refer the case to the College Judicial Board. If the student prefers an administrative hearing, the Vice President will decide whether or not to honor the request or refer the case to the College Judicial Board.

6. The Vice President will try to schedule judicial hearings so that they are held within two (2) weeks of the date of the pre-hearing conference between the student and the Vice President. (Official College vacation days and no class days are not included within this two-week period.)

7. A student desiring to change his/her original statement as to whether he/she violated the Student Code of Conduct may do so by meeting with the Vice President no later than 24 hours prior to the scheduled hearing.

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**ADMINISTRATIVE HEARING**

If, during the pre-hearing conference with the hearing officer, the accused student (1) accepts responsibility for the violation(s) (i.e., admits a violation of the Student Code of Conduct); or (2) requests an administrative hearing, the hearing officer may convene an administrative hearing with a student.

a. After discussion and/or subsequent investigation, the Vice President has the authority to decide that the violation occurred as alleged. The Vice President will try to notify the student in writing of his/her decision and shall communicate the sanction by means of a written notice within seven (7) days of the conclusion of all hearings related to the specific case. In reaching such a decision, the Vice President will use his/her own judgment to decide whether it is more likely than not that the student(s) violated the Student Code of Conduct.

b. If, after discussion and such further investigation as may be necessary, it is determined that the violation alleged is not supported by the evidence, the Vice President shall dismiss the charge and notify the student within seven (7) days of the conclusion of all hearings related to the case.

c. At any time, the Vice President may decide to refer the case to the College Judicial Board.

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**COLLEGE JUDICIAL BOARD**

The College Judicial Board is a joint student-faculty Board whose responsibility is to hear judicial cases referred to it by the Vice President for Student Affairs.

**CHARTER OF THE COLLEGE JUDICIAL BOARD**

I. NAME

The name of this body shall be the College Judicial Board.

II. COMPOSITION

The College Judicial Board shall include eight (8) members: four (4) of the faculty members (one of whom shall serve as Chair) of the Student Life and Athletic Council, and four (4) students appointed by the Student Government Association. Two (2) student alternates also shall be named by the Student Government Association. The quorum necessary to conduct business shall be at least five (5) voting members of whom at least two (2) are students and two (2) are faculty members. Faculty members who serve on the College Judicial Board may not serve on the College Appeals Board either in the same academic year, or during the two academic years following service on the College Judicial Board.

III. THE STATUS AND RELATIONSHIP OF THE BOARD

A. Jurisdiction

The Board may hear cases of individual students or recognized student organizations. The jurisdiction of the Board extends only to violations of the Student Code of Conduct. Cases are to come to the Board only through the channel of the Office of Student Affairs. The Board will determine if the alleged violation(s) of the Student Code of Conduct occurred. The Board also will recommend to the Vice President sanctions to be imposed. The Vice President reserves the right to alter a recommended sanction(s) as s/he deems necessary.

B. Methods for Securing Members

Student members and alternates shall serve one-year terms and will be appointed by the Student Government Association. Faculty members shall be selected by the faculty for a two-year term. Faculty members may not serve consecutive terms.

IV. CHAIR OF THE BOARD

A. Responsibilities of the Chair

1. The Chair shall be a faculty member who will be the presiding officer. The Chair, in consultation with other members, shall maintain necessary order and shall make all rulings necessary for the fair, orderly, and expeditious conduct of the hearing.
2. At the beginning of the Board hearings, the Chair shall inform Board members, the accused student, the student’s adviser and witnesses of the procedures that will be followed by the Board in conducting the hearing. The adviser’s role is simply to advise the student. The student, not the adviser, will testify and have the right to ask questions of witnesses.

3. If the required number of students is not obtained, the Chair shall select the replacements needed from the student alternates. At the discretion of the Chair, the student alternates may sit as voting members of the Board at any hearing.

4. If a quorum cannot be obtained for a scheduled hearing, the Chair may reschedule the hearing for another date or time.

5. The Chair does not vote on Board decisions except in cases of tie votes.

6. The Chair will submit to the Vice President a written report of the Board’s decision(s).

B. Selection of the Chair

Each spring the outgoing members of the College Judicial Board together with the newly-selected members shall elect one of the four faculty members on the Judicial Board as Chair. Preferably the Chair-elect should have had one year’s experience on the Board.

C. Voting on a Decision

1. Voting shall be by secret ballot.

2. A decision shall be made by a simple majority vote of the voting members present at the hearing. The Chair will vote on the Board’s decisions in order to break a tie.

3. Any deliberating members have the right to submit a dissenting minority report to the Vice President.

4. The Judicial Board within 48 hours of the hearing will present in writing to the Vice President its findings determination and sanction recommendation(s).

REPORTING PROCEDURES FOR THE VICE PRESIDENT FOR STUDENT AFFAIRS AND THE COLLEGE JUDICIAL BOARD

1. The Vice President shall make arrangements for the hearing. Notice about the hearing will be sent by campus email to the student and may be delivered to the student via campus mail four (4) school days in advance of the hearing. The notice shall inform the student of the following:

   (a) the violation of College policy alleged to have been committed, by citing the relevant section of these regulations;

   (b) the date, time, and place of alleged commission, the names of those who may be presented as witnesses and/or whose statements would be offered as evidence at the hearing;

   (c) the date, time, and place of the hearing, which shall not be earlier than four (4) days after the date of the notice;

   (d) that the student is entitled to bring to the hearing one adviser of her/his choice (the adviser may not be an attorney);

   (e) that the student shall have the opportunity to call witnesses, to confront and to question witnesses during the hearing, to hear statements from witnesses, and to hear all evidence submitted;

   (f) only members of the Judicial Board, the Vice President, the accused student(s), his/her adviser, the person(s) who filed the report(s) of the alleged violation of the Student Code of Conduct, and witnesses (only while testifying) as called, shall attend judicial hearings;

   (g) that sanctions may be imposed if it is determined that it is more likely than not that the student(s) violated the Student Code of Conduct;

   (h) that the Judicial Board may make a determination in the case if the student does not appear at the hearing and the Board finds such failure to be inexcusable. Additionally, failure to appear at the hearing will be action for which the Board could determine to be an additional violation of the Student Code of Conduct.

2. The Vice President shall give written notice at least two (2) calendar days in advance of a hearing to student witnesses stating the date, time, and the place of the hearing and stating that their presence is requested.

3. The Vice President shall send notices to all student and faculty members of the Judicial Board stating the date, time, and place of the scheduled hearing.

4. The Vice President shall present all relevant information to Judicial Board members at the Judicial Board hearing. S/he shall also participate in Judicial Board discussions concerning procedural issues and sanction determination. However, only the Judicial Board shall determine whether or not a student has violated the Student Code of Conduct as charged. If the Judicial Board determines that it is more likely than not that the student(s) violated the Student Code of Conduct, the Judicial Board shall recommend to the Vice President sanctions to be imposed. The Vice President reserves the right to alter a recommended sanction(s) as s/he deems necessary.

5. The oral proceedings of the Judicial Board hearing (but not the deliberations of the Judicial Board) shall be taped and kept as confidential information by the Vice President in case of appeal.

6. In cases heard by the Judicial Board or the Vice President, the student charged with a violation of the Student Code of Conduct and person(s) who filed the report(s) of the alleged violation of the Student Code of Conduct, shall receive written notice of the
disciplinary decision and subsequent sanction(s) within seven (7) calendar days of the hearing. The notice shall be written and sent by the Vice President.

7. The student has the right to appeal the decisions made by the Judicial Board or the Vice President within seven (7) calendar days after receiving written notification of the Board’s or Vice President’s determination;

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**COLLEGE APPEALS BOARD**

The College Appeals Board is a joint student-faculty committee responsible for considering appeals of judicial decisions made by the Vice President for Student Affairs or the College Judicial Board. The College Appeals Board shall include six (6) members: three (3) of the faculty members (one of whom shall serve as Chair) appointed by the faculty, and three (3) students appointed by the Student Government Association. Two (2) student alternates also shall be elected by the student body in accordance with Student Government Association election procedures. Two (2) faculty alternates also shall be appointed by the faculty. A quorum will consist of two (2) students and two (2) faculty members. Members of the College Appeals Board may not serve concurrently as members of the College Judicial Board nor during the two academic years following service on the College Judicial Board.

1. A student whose disciplinary case has been heard by the Vice President or the College Judicial Board may appeal the results of his/her case. The student appealing shall file a written notice of appeal with the Vice President. The notice shall include a statement indicating the basis of appeal and the appealing student’s signature. Appeals must be based upon at least one of the following: (1) student’s belief that violation of proper procedures occurred in the original hearing; (2) student’s claim that he/she did not violate the Student Code of Conduct; (3) student’s belief that the sanction(s) imposed is unjust.

In cases involving violations of VAWA and/or Title IX, both the complainant and accused are entitled to equal due process rights including, but not limited to, the right to appeal a disciplinary sanction(s) issued by the College's judicial hearing officer(s) or board(s).

2. The notice of appeal must be filed with the Vice President by the appealing student within seven (7) calendar days of the date of the written decision of the Judicial Board or Vice President for Student Affairs.

3. The Chair of the College Appeals Board will try to convene the Board and conduct a hearing on the appeal not later than three weeks after the notice of appeal is filed.

*Note: The Appeals Board will meet only during the fall and spring semesters when classes are ordinarily in session and prior to final exams. Students may select to have the President of the College (or his/her designee) hear their appeal during extended holidays and summer school, or defer an appeal hearing until the following semester when classes are ordinarily in session.*

4. The Vice President shall notify the appealing student, in writing, a date, time, and place of the appeals hearing. A copy of the student’s appeal will be provided to the Chair of the College Appeals Board by the Vice President.

5. At the appeal hearing, the basis of appeal, as stated in the notice of appeal, shall be discussed in the presence of the student found to have violated the Student Code of Conduct, his/her adviser, any person(s) who filed report(s) of the alleged violation of the Student Code of Conduct, and the members of the Board. Arguments and questions may be directed to Board members by all persons identified above with the exception of the student’s adviser. Also, review of the Judicial Board or hearing officer's hearing records (written report and/or electronic recording) will be permitted. The Appeals Board will not accept additional evidence, but will consider only the records of the previous hearing. The Board can request the Chair of the College Judicial Board and/or the Vice President to come to the appeal hearing. The Chair does not vote on Board decisions except in cases of tie votes.

6. The oral proceedings of the Appeals Board hearing (but not the deliberations) shall be electronically recorded and kept as confidential information by the Vice President.

7. At the conclusion of the portion of the appeal meeting at which other persons attend, the Board shall deliberate in private to determine its course of action. The Appeals Board may:

(a) affirm the original determination and sanction(s) which shall be effective as of the date specified by the Judicial Board or Vice President;

(b) affirm the original determination and reduce the sanction(s) which shall be effective as of the date specified by the Judicial Board or Vice President;

(c) reverse the determination and conclude that no violation of the Student Code of Conduct occurred; or

(d) disallow the determination and order a new hearing by either the College Judicial Board or Vice President.

8. The Chair of the Board within 48 hours of the hearing will present in writing to the Vice President its findings determination and sanctions. This written notice will also be sent by the Chair within seven (7) calendar days of the hearing to the appealing student and person(s) who filed the Incident Report. The Chair, at his/her discretion, may verbally inform the above individuals of the Board’s decision and sanctions at the conclusion of the hearing. The decision and sanctions will be immediately in effect regardless of the student’s or organization’s desire to submit an appeal, and will remain in effect pending the outcome of that appeal.
9. A decision shall be made by a simple majority vote of the voting members present at the hearing. The Chair will vote on the Board’s decisions only in order to break a tie.

10. Only the members of the College Appeals Board, the appealing student(s), his/her adviser, any person(s) who filed a report(s) of the alleged violation of the Student Code of Conduct, and those other persons deemed necessary by the Board may be present at the appeals hearing.

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RESPONSIBILITIES OF MEMBERS OF THE COLLEGE JUDICIAL BOARD, GREEK JUDICIAL BOARD, AND COLLEGE APPEALS BOARD

1. If a member of these Boards has been involved in any way in a case to be heard by the Board or if he/she feels unable to render a fair decision, he/she must disqualify him/herself from the hearing. If it is determined by the Chair that a member of the Board is unable to render a fair decision, the Chair may disqualify the Board member from the hearing. Moreover, a student(s) may request that a Board member be disqualified if he/she feels that the member is unable to render a fair decision. The Chair (or Vice President if the Board member is serving as Chair) reserves the right to approve or deny the student’s request.

2. All information discussed in any judicial proceedings is considered confidential.

3. Deliberations shall not be conducted via campus email or other forms of electronic communication.

4. All members of these Boards are responsible for making objective judgments in cases based on the facts as they are presented in each judicial hearing.

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RESPONSIBILITIES OF WITNESSES

1. Witnesses at all judicial hearings have the responsibility for providing accurate information to the questions asked by members of the Judicial Board, Appeals Board, or by the Vice President.

2. Any information or statements made by a student during an investigation of a charge or during a hearing may be used as evidence for the filing of additional disciplinary charges against the student.

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APPEALS TO THE PRESIDENT OF THE COLLEGE

1. A student or recognized student organization whose disciplinary case has been heard by the College Appeals Board may request that his/her case be reviewed by the President of the College. The request must be based upon at least one of the following reasons: (1) the student believes that violation of proper procedures occurred in the appeal hearing; (2) the student claims that s/he did not violate the Student Code of Conduct; or (3) the student believes that the sanction(s) imposed is unjust.

2. The notice of appeal must be filed with the President of the College by the appealing student within seven (7) calendar days of the date of the written decision of the Appeals Board.

3. The President will review the hearing records of the College Appeals Board and will make a final determination. The President reserves the right to alter any decisions made or sanction(s) imposed. S/he will provide to the appealing student, person(s) who filed a report of the alleged violation of the Student Code of Conduct, and the Vice President, a written statement of his/her decision within seven (7) calendar days after the review of the Appeals Board hearing record.

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DISCIPLINARY SANCTIONS

The scope of disciplinary sanction that may be imposed on students is as follows:

1. **Disciplinary Warning** — A warning is a verbal notice to a student, to be followed, in writing, that continuation of policy violations will be cause for more serious disciplinary action. A copy of the letter of warning is placed in the student’s file in the Office of Student Affairs.

2. **Disciplinary Probation** — The student is permitted to remain enrolled in the College only upon condition that he/she comply with all College rules or regulations and/or with other standards of conduct which the student is directed to observe for the duration of the period of the probation. This may include loss of student privileges except those required for the necessary completion of academic course work.

   Probation may not exceed one calendar year in duration for any given misconduct, except that violation of probationary conditions shall be cause for extension of the probation for more than two additional terms or for suspension or expulsion. A copy of the letter of probation is placed in the student’s file in the Office of Student Affairs.

   (a) **Disciplinary Suspension** — The temporary loss of student status for a specified period of time, with resultant loss of all student rights and privileges. Re-enrollment is contingent upon completion of suspension, the fulfillment of its terms, and upon approval of the Vice President. A copy of the letter outlining these terms is placed in the student’s file in the Office of Student Affairs.

   (b) **Temporary Suspension** — A student may be temporarily suspended from the College by the Vice President pending final action on
the charges against him/her if, in the judgment of the Vice President, the student’s continued presence on campus would constitute a potential for serious harm to him/herself or to the safety of any member of the College community or of College property.

4. **Disciplinary Expulsion** — This sanction is one of involuntary departure of the student from the College with resultant loss of all student rights and privileges. Separation is permanent and makes no provision for the student to re-enroll at Westminster College at any time in the future.

The following sanctions may be imposed independently of or in combination with any of the disciplinary sanctions outlined above:

1. **Fines** — Monetary fines assessed shall not be more than $300 per student per incident. The dollar amount of fines assessed to student organizations may exceed $300 per incident and will be determined by the Vice President.

2. **Restitution** — Payment equal to replacement or repair costs, including labor, for damaged or stolen property, reimbursement of other losses, such as medical bills; payment to the College for services including, but not limited to, room and board charges.

3. **Restrictions and Conditions of Student Behavior** — Examples include denial of visitation privileges to residence halls, termination or denial of residence in College housing, denial of use of specific College facilities and services, and restrictions from participation in extracurricular activities.

4. **Referral for Counseling** — The Vice President or the College Judicial Board may require a student to establish a counseling relationship with a member of the College counseling staff, any qualified faculty member, or a professional counselor off-campus and may require that the counselor report that the student has reported for counseling as required.

5. **Developmental/Educational Assignments** — Examples include, but are not limited to, developing and presenting residence hall programs on behavioral or health-related issues; writing an essay on topical concerns such as drug and alcohol abuse, alcohol legislation, etc.; interviewing members of support groups such as AA or Alanon and submitting a written report on one’s findings; reporting on the status of fire extinguishers in the residence halls; attending College lectures/seminars on issues relevant to one’s disciplinary case.

6. Sanctions that may be imposed upon student organizations found responsible for violating College policies include warnings and probation. In addition, fines, restitution, and restrictions may be imposed independently of or in combination with warnings or probation. Finally, the Vice President or the College Judicial Board may determine that an organization found to have violated the **Student Code of Conduct** will lose its recognition as an official College organization and the privileges associated with this recognition. If a student organization loses its recognition from the College, the period of time during which it will not be recognized must be specified by the Vice President or College Judicial Board.

7. The College, upon written request to the Vice President for Student Affairs, will disclose to the alleged victim of a crime of violence or a nonforcible sex offense (or to the alleged victim's next of kin if the victim dies as a result of the crime or offense) the final results of any institutional disciplinary proceeding dealing with that crime or offense.

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**PROCEDURES FOR TEMPORARY DISCIPLINARY SUSPENSION**

1. Before a temporary suspension may be imposed, the Vice President for Student Affairs shall make an initial evaluation of the reliability of the information received and make such further investigation as circumstances permit. If it is concluded that the alleged conduct warrants temporary suspension, the Vice President shall notify the student of his/her intention to suspend him/her temporarily and, at the earliest practicable opportunity, provide the student with an opportunity to meet with the Vice President.

2. The Vice President shall maintain records of all attempts to notify the student and, if all reasonable efforts to notify the student are unsuccessful, the Vice President may impose the temporary suspension without a meeting with the student, provided, however, attempts to notify the student continue, and the student is afforded a pre-hearing conference at the earliest practicable opportunity.

3. At the meeting with the Vice President, the student shall be given a statement of charges and an oral summary of the reason(s) for concluding that the alleged conduct warrants temporary suspension.

4. The issues at the meeting with the Vice President shall be limited to consideration of the reliability of the evidence against the student and whether the alleged conduct warrants temporary suspension.

5. The Vice President’s decision may be rendered orally but shall be confirmed in writing, as soon as practicable. The decision must be supported by credible evidence which is sufficient, in the opinion of the Vice President, to indicate that the student engaged in the alleged conduct and that such conduct warrants temporary suspension.

6. The hearing on the charges shall be commenced not later than seven (7) days after the imposition of the temporary suspension unless the student requests a delay of the hearing and continuation of the temporary suspension until a later date.
Westminster’s fraternities are officially recognized student organizations at the College. It is therefore imperative that they conduct themselves in a manner consistent with the institution’s educational goals. The fraternities also reside in the Borough of New Wilmington and must abide by the laws and standards of the community and state. The College’s interest in how fraternities conduct themselves is shared by the fraternity alumni governing bodies and the fraternity national organizations as well as the undergraduate membership of the chapters. For these reasons, the following regulations pertaining to the conduct of Westminster’s fraternities are in effect.

1. The illegal use, possession, sale or distribution of any controlled substance, including alcohol, in fraternity houses is prohibited. Fraternities and their members may not violate federal, state, or local laws. The College can provide no protection to fraternities, their members and guests from enforcement of these laws by legal authorities.

2. No alcoholic beverages may be purchased through the fraternity treasury nor may the purchase of alcoholic beverages for its members or its guests be undertaken or coordinated by any fraternity member or pledge in the name of or on behalf of the fraternity (e.g., fraternity beer or such funds).

3. No fraternity members, collectively or individually, shall purchase for, serve to, furnish or sell alcoholic beverages to any one under the age of 21.

4. No fraternity or fraternity member may serve beer from a keg or party ball in the fraternity house or on chapter property even if those being served are 21 or over. This ban also applies to the serving of alcoholic beverages from pitchers, punch bowls or similar common containers.

5. No fraternity members may furnish alcoholic beverages to members or guests by selling tickets or cups, by charging admission fees, by taking up a collection, or by using any other direct or indirect means of collecting money from persons attending fraternity functions regardless of whether such functions are at the chapter house or at an alternate location.

6. No fraternity may co-sponsor an event with an alcohol distributor or tavern (an establishment generating more than half of its annual gross sales from alcohol) where alcohol is given away, sold or otherwise furnished to those present.

7. No fraternity may co-sponsor or co-finance a function where alcohol is purchased by any of the host fraternities, groups or organizations.

8. If alcoholic beverages are available to persons 21 years or older from a central fraternity house location (e.g., bar) at any time, those wishing to obtain alcoholic beverages must be checked for their correct age. The bartender must be at least 21 years of age and refuse to serve anyone who appears to be intoxicated. He/she must also refrain from drinking alcoholic beverages on those occasions when he/she is serving as a bartender. No one under the age of 21 will be permitted to bring alcoholic beverages into a fraternity house. Persons verified as 21 or older may bring in no more than a six-pack of beer or wine coolers or a pint of whiskey.

9. Fraternities may not permit any alcoholic beverages or containers holding them to be removed from the interior of the house at any time.

10. No fraternity members may serve, use, possess, or consume alcoholic beverages at fraternity rush functions or during pledge day pick-up ceremonies/activities. A rush function is defined as an event held to attract new members and at which only the following individuals are present:
   a. Members of the fraternity;
   b. More than 25 male members of the first-year class and/or men who are on the upperclass rush list.

11. First-year students of either sex are not permitted in any fraternity houses prior to the beginning of fall semester classes.

12. Fraternities may not hold formal dances within one week of the fall or spring semester final exam period.

13. Fraternities, their members, pledges and guests are not permitted to engage in behavior which disturbs the peace and orderliness of the neighborhoods in which their houses are located nor are they permitted to engage in activities that are contrary to contemporary community standards. These activities would include, but are not limited to, live performances that would include nudity or erotically oriented actions regardless of whether such actions are real or simulated.
In 2004, the Borough of New Wilmington put a Disorderly House ordinance into effect. It is a statute designed to reduce noise and unruly activity at residences throughout the Borough. Due to the social activity at fraternity houses, they could be likely targets for enforcement. Because of this, it is especially important that risk managers and elected officers in fraternities strictly adhere to Pennsylvania laws, College policies pertaining to fraternity parties, and their own National's social and alcohol guidelines.

The College reserves the right to take disciplinary action against fraternities that violate federal, state or local laws and/or ordinances. To that end, the College may impose on a fraternity found by the College to have violated the Disorderly House ordinance, any of the following sanctions in addition to sanctions found in the Handbook for Students.

- First offense in an academic year: No additional action by the College;
- Second offense in an academic year: The chapter will be closed to official parties for the remainder of the academic year. Should the second offense occur after the mid-point of the spring semester, the fraternity house will be closed to official parties through the fall semester of the following academic year.
- Third offense in an academic year: The chapter will be closed for no less than one full semester and residents will be required to return to on-campus living or commuter status.

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**REGULATIONS FOR FRATERNITY PARTIES**

*Revised by the Intrafraternity Council, October 2018*

A party is defined as any gathering in common areas of a fraternity house (chapter room, party room, etc. but NOT individual bedrooms) which includes more than 25 people who are neither brothers nor pledges of the fraternity and which occurs between the hours of 9 p.m. and 2 a.m.

1. Fraternities may invite only the individuals listed below to their parties:
   - Members of the fraternity;
   - Pledges of the fraternity;
   - Other Westminster students enrolled at the College;
   - Men and women who are not Westminster students as long as they are 18 years old or older.
2. Fraternities must receive prior authorization from the College to host mixers and parties. Fraternities may host a Party Event following a Mixer. However, there must be at least a 15 minute period of time between the two events when the house is closed in order for Mixer guests to leave the premises.
3. Fraternities are required to have college approved professional security guards for all parties (see definition of party above). The College will determine the procedures by which fraternities hire and pay guards for parties and the duties the guards assume at these events.
4. Fraternities are required to identify, in some visible way approved by the College, members, pledges and guests in attendance at their parties who are 21 years or older. Guest lists must be on site for all parties, including Invitation Only events at houses.
5. The maximum number of guests permitted at a fraternity party at any one time will be 200 or the legal capacity of the house as determined by zoning or occupancy regulations, whichever is less.
6. Parties must end by 2 a.m. on weekend nights and by midnight on weeknights.
7. Each fraternity is permitted to have a maximum of four weeknight parties (Monday - Thursday) during each semester.
8. No fraternity-sponsored social events will be permitted on the weekend (Friday, Saturday, or Sunday) prior to the start of finals on Monday.
9. Advertisement of any type of any parties is not permitted on campus.
10. Fraternities assume primary responsibility for risk management at their parties and are thus required to establish risk management committees. These committees’ responsibilities include, but are not limited to, the following:
   - Checking party guests at the entrance to the house to ensure that they are at least 18 years of age and otherwise permitted to attend the party;
   - Controlling excessive consumption of alcoholic beverages by anyone at the party. Fraternities are responsible for the welfare of their guests and, to this end, will seek professional assistance if a guest exhibits signs of alcohol poisoning;
   - Ensuring the safe return and oversight of intoxicated individuals to their place of residence. (An intoxicated student should not be returned to his/her place of residence if there is reason to believe that by doing so the student’s health or safety would be endangered);
d. Restraining intoxicated people from driving when they leave the party, from physically harming themselves or others, or from damaging property;

e. Maintaining music and noise levels which do not disturb neighbors;

f. Ensuring that Risk Managers (RMs) are provided at Invitation Only functions by the host fraternity and guest sorority, and are identified and working at the function. The name(s) of the RMs will be given to Public Safety in advance of the event.

g. Ensuring that all regulations in this document are enforced.

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**REGULATIONS FOR FRATERNITY PLEDGING**

1. To be eligible to pledge a fraternity, an individual must:
   
a. Be a currently enrolled full-time undergraduate student at Westminster College;

b. Have been a student at the College for at least one prior semester;

c. Have a cumulative GPA of 2.0 or higher.

Fraternity members who fall below full-time student status during a semester may remain a member for the duration of the semester, but must attain full-time student status the following semester in order to retain membership.

2. Westminster College does not permit fraternities or their members to haze. Hazing is defined as any activity which the fraternity expects prospective members to participate in and which is created intentionally, on or off fraternity premises, for the purpose of producing mental or physical discomfort, embarrassment, harassment or ridicule. Such activities include, but are not limited to, the following: paddling in any form; creation of excessive fatigue; physical or psychological shocks; required trips from the campus; required physical exercises; the wearing of conspicuous public apparel; public stunts and buffoonery/morally degrading or humiliating games and activities; late night work sessions which interfere with scholastic activities.

3. Fraternities will not permit the possession or use of any alcoholic beverages by brothers or pledges in connection with any pledge activities. This includes smokers, round robins, and any activity occurring prior to 8 p.m. on pick-up day.

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**REGULATIONS FOR FRATERNITY ACTIVITIES OCCURRING THE NIGHT BEFORE AND THE DAY OF FRATERNITY PLEDGE DAY**

1. All fraternities are permitted to have round robin parties the night before pledge day. Regulations applying to all other fraternity parties are in effect for these parties with the following exceptions:
   
a. Parties will begin no earlier than 8 p.m. and end no later than 12 midnight.

b. All students who are not members of fraternities must leave the fraternity houses by midnight.

c. Use or possession of alcoholic beverages by anyone is prohibited.

d. The Happy Bus is not required for round robin parties.

2. Fraternities will serve breakfast to their members on the morning of pledge day.

3. The IFC, with the concurrence of the Office of Student Affairs, will designate the time and campus location for pledge pick-up. Members and pledges of fraternities are not permitted to come to or leave the pick-up area in vehicles of any kind.

4. Pledges who drink alcoholic beverages prior to pick-up will have their bids acknowledged but will not be permitted to participate in the remainder of the pledge day activities.

5. Each fraternity is required to read and post the non-hazing policy of its national office to both brothers and pledges immediately after pledge pick-up.

6. Anyone who is not an active member of the fraternity must leave the fraternity house by 4 p.m. on both round robin and pledge pick-up days.

7. Fraternities will serve dinner at the houses for their members and pledges at 5:30 p.m. on pledge pick-up day.

8. Fraternities may have parties on Saturday evening of pledge day. Regulations applying to all other fraternity parties are in effect at these parties.

9. Four officers from each fraternity, one of whom must be the pledge marshal, will assume responsibility for monitoring fraternity activities and their compliance with pledge day regulations. Fraternities are also required to have two alumni and their adviser present throughout the day so that they can assist the officers in monitoring fraternity activities. These
individuals must be identified by name and the names given to the IFC advisers at least 24 hours prior to the start of pledge day activities.

10. Fraternities are required to have food available to their members and pledges throughout pledge day.

Fraternities are responsible for the behavior of the persons (members and guests) who participate in all of their activities. The President and his designates have ultimate responsibility for the enforcement of the policies listed in this document.

Individual students, whether or not they are members of fraternities, who violate regulations listed in Westminster College Regulations Governing Fraternities are subject to disciplinary action as defined in the section of the Handbook for Students entitled “Rights and Responsibilities.”

WESTMINSTER COLLEGE FRATERNITY SOCIAL REGULATIONS
PERTAINING TO FIRST-YEAR STUDENTS

The following information pertaining to College fraternity social regulations is provided to all Westminster first-year students.

1. First-year students are not permitted in any fraternity houses prior to the beginning of fall semester classes.

2. National fraternity and College policy prohibit fraternities from using their treasury funds to purchase and/or provide alcohol to their guests. All Westminster students are to be aware of Pennsylvania’s drinking laws. Any person under the age of 21 found in possession of an alcoholic beverage in New Wilmington borough can be arrested. Any person(s) furnishing alcoholic beverages to an underage individual may also be arrested.

3. Members of fraternities may invite individual members of the first-year class to their fraternity house at any time during the fall semester. Fraternities may also schedule “rush events” during the fall semester for male first-year students, i.e. social events other than parties designed to introduce male first-year students to fraternities. The fraternities that host them will announce these events to the campus community. They will use written or electronic postings approved by the fraternity adviser.

Fraternities are held responsible by the College and their national offices for complying with these regulations.

Individual students, whether or not they are members of fraternities, who violate regulations listed in Westminster College Regulations Governing Fraternities are subject to disciplinary action as defined in the section of the Handbook for Students entitled “Rights and Responsibilities.”

Any questions regarding this information should be directed to the Office of Student Affairs.

WESTMINSTER COLLEGE IFC
FIRE AND LIFE SAFETY POLICY FOR FRATERNITY HOUSES

(Preamble: The fire and life safety of the residents and guests of the fraternity houses located in the New Wilmington, PA community must be a recognized priority for chapter officers, alumni, and the House Corporations. These entities are responsible for the Chapters’ compliance with state/local fire and life safety codes and requirements imposed by their respective insurance carriers and national governing bodies.

Recognizing the need to build a stronger partnership to ensure the health and welfare of those residing in or visiting the houses, Westminster College, its fraternities, and their respective housing corporations and advisers, agree to the following prevention and fire/life safety initiatives.

These initiatives will be accomplished through a partnership involving the following parties: Interfraternity Council (IFC), the House Corporations, Chapter Advisers, House Risk Reduction Managers (RRMs), Westminster College Department of Public Safety, and the Student Affairs Office (SAO).

IFC Initiatives
A. Implement each fall semester a Fire and Life Safety and Prevention program that will include:

1. A fire safety training for all chapter members, conducted by the New Wilmington Volunteer Fire Department (NWVFD) and coordinated through IFC and the SAO.
   a. A minimum of 75% of all chapter members in each chapter must attend this training.
   b. Chapters that do not have at least 75% of their chapter membership attend will be fined $100 by IFC, and social privileges will be suspended until training is completed by that chapter.

2. Individual Chapter Fire Training Sessions
   a. Chapter RRMs, after completing the fire safety training presented by the NWVFD, will lead a fire prevention
seminar for their entire chapter in the spring semester, no later than March 1 of each year. This should include an all-chapter fire drill.

b. Chapters that do not host an all-chapter fire safety training session in the spring will be fined $100 by IFC and may have social privileges suspended until such training is completed.

3. Annual Chapter Fire Safety Inspections

a. Chapters and House Corporations will be required to have annually a house “walk-through” inspection by the College's Director of Public Safety (DPS) in March and again in August. The DPS will write a report on life safety concerns and other recommendations by no later than April 15 and Aug. 15, respectively. These reports will be sent to the chapter president and House Corporation designee.

b. Problems that the DPS considers to pose a significant risk to life safety must be corrected immediately. Less serious concerns or repairs necessary that exceed the cost of $1,000 will be completed within a period of time agreed upon by the College and House Corporation.

c. The DPS and/or College's Campus Safety Committee (CSC) may conduct additional walk-through inspections of fraternity houses to ensure that significant life safety hazards have been corrected.

d. A designated House Corporation representative(s) will coordinate and be on premises with the DPS for the inspection in August. The chapter president and RRM will coordinate the inspection in March. They will be on premises with the DPS and/or CSC for that inspection.

e. The House Corporation representative(s), chapter president, and RRM will be responsible for the correction of violations. Fraternities are encouraged to use licensed contractors for all code-related corrections, and work shall comply with codes currently adopted by the Borough of New Wilmington at the time repairs are made.

f. The College strongly encourages, and may require at the fraternity's expense, that a general house inspection be done by a licensed home inspector from time to time. The inspection will be, at a minimum, in accordance with the standards of the American Society of Home Inspectors. The inspector will write a report on code violations and other recommendations. The report will be sent to the College, house president, and House Corporation designee.

g. The College reserves the right to require occupants of a fraternity house to reside in College approved housing if corrections to significant life safety hazards are not made, verified, and certified by the College prior to the beginning of the fall semester or mutually agreed upon date.

B. Role of the Risk Reduction Manager (RRM):

1. This executive will be required to attend annual trainings on fire and life safety and prevention.

2. Chapters will be assessed a $50 fine and social functions denied by IFC each semester in which they do not have a filled RRM position (to be documented in the chapter's Officer Packets on file with the Student Affairs Office (SAO).

3. The RRM will be required to coordinate the annual fire safety and prevention training sessions for their entire chapter. Sessions must be verified with the SAO.

4. The RRM will be required to monitor the fire safety of their chapter on a weekly and semester basis. This requirement shall also extend to the monitoring of hosted parties for fire and life safety compliance.

5. The RRM will be required to conduct chapter “self-inspections” once a semester. A copy of these monthly inspections is to be turned into the SAO by the 10th day of each month; suspension of chapter social privileges may occur if the forms are not received on a monthly basis.

6. It is up to the Chapter Officers, Chapter Adviser, and House Corporation to see that such guidelines are followed consistently. Chapter or National guidelines shall be established or adopted for parties with regard to issues such as: occupancy loads, temporary power, use of heating, cooking, and special effects equipment, open flames, combustible decorations, egress and emergency lighting, egress obstructions, etc.

Appendix A

All chapters must ensure that rush and social regulations include specific fire safety requirements for their chapter. Below, are items the College strongly encourages each chapter to include in those requirements.

1. Fire and Life Safety Policies will include:
   a. No open flames will be allowed in the chapter facility during any event at which alcohol is served. An open flame includes, but is not limited to, candles, open fires of any type, bonfires, wood fires for aesthetic purposes, etc.
   b. The chapter RRM (or a designated fraternity officer) will be required to conduct at least one house tour during the registered event. The house tour is to ensure the safety of the chapter’s guests. The RRM should monitor all means of egress, as well as look for other possible hazards should a fire break out. The RRM should also enforce all fire and life
safety guidelines found in this document (Appendix: Fraternity House Fire Safety Guidelines, NFPA — 101: Life Safety Codes — 2006). This does not preclude guidelines or policies established by the national organization, local chapter, College, insurer, or other agency.

c. Smoking during a registered event should take place outside the chapter facility. If the chapter permits smoking inside the chapter house, smoking should be limited to one (1) designated room that has an active and working smoke detector.

2. Recommendations for House Corporations and Advisers:
   a. Through all financial means possible, explore the possibility of installing a fire suppression system (sprinkler system) within the chapter facility.
   b. Participate and attend the activities associated with Fire Safety and Prevention for the fraternities.
   c. Participate during the chapter’s annual life safety inspections.
   d. Designate and enforce a specific smoking area for the chapter. This area should be located near the property, but outside the chapter facility. If smoking is allowed within the chapter, limit smoking to one (1) designated room. Assess a fine of up to $100 per incident for any member who violates the chapter’s smoking policy.
   e. Create, implement, and enforce a No Open Flame policy within the chapter facility. This would include, but not be limited to: no candles (except for specific ceremonial functions), no bonfires, no aesthetic fires (except for supervised ceremonial functions), incense, Class I liquid or gaseous fueled appliances, etc. Assess a fine for any member who violates the No Open Flame policy.
   f. Establish and monitor a funding mechanism to correct code violations that are assessed during the life safety inspections. Alumni representatives from the House Corporation shall review plans and devices intended to correct code violations prior to the expenditure of the funds and shall approve the expenditure of such funds.
   g. Include in the job description of their chapter’s Risk Reduction Manager specific requirements regarding fire and life safety. These job requirements could include, but are not limited to:
      • Participate in the life safety inspections;
      • Assist in the training of the chapter RRM;
      • Become educated about the chapter’s fire/smoke alarm system;
      • Assist the House Corporation in correcting any chapter deficiencies as indicated during the life safety inspections;
      • Assist the chapter RRM with monthly fire safety chapter facility self-inspections.

FRATERNITY DINING OPTIONS

1. Any member of a fraternity may eat at the house of which he is a member as long as the house has a College approved eating club;
2. Any member of a fraternity may purchase a standard College meal plan;
3. Residents of houses that do not have a College-approved eating club must purchase a standard College meal plan, which would include the Berlin Village Plan option;
4. In order for a fraternity to receive College approval for an eating club, it is required that either a cook or caterer provides the food services to the eating club. Additionally,
   a. Cooks must be an outside vendor hired specifically for that purpose. A member of the fraternity may not serve as the cook.
   b. Caterers must be approved by the College and must be an actual food service establishment that provides meals or hot food to customers on a regular commercial basis.
   c. Prior to the start of an academic year each fraternity must complete a catering request form and submit it to the College for approval. If a fraternity changes caterers during an academic year, a new form (available at the Office of Student Affairs) must be completed and submitted for approval.
   d. Eating clubs must provide a minimum of nine (9) meals per week with two (2) meals provided Monday – Thursday (lunch and dinner) and one meal (lunch) on Friday. Other food must be stocked at each house so that eating club members have the option of consuming three meals per day all seven (7) days, and
   e. Should a fraternity fail to comply with any of the above terms, the members of their eating club may be required by the College to purchase a College meal plan at a minimum through the remainder of the semester during which non-
compliance had occurred. Eating club members will not be allowed to be served at the fraternity house until the situation has been resolved to the satisfaction of the College.

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**GREEK JUDICIAL BOARD**

The Greek Judicial Board will consider cases of alleged violations of regulations as outlined in *Westminster College Regulations Governing Fraternities* committed by fraternities or sororities. The College will follow the procedures outlined in the section of the *Handbook for Students* entitled “Rights and Responsibilities” in cases where fraternities or sororities are accused of violating the Student Code of Conduct.

The Board’s procedures, as well as the sanctions it can impose upon fraternities and sororities found responsible for violating such regulations are outlined in the *Greek Judicial Board Charter*. Copies of the Charter are available in the Office of Student Affairs. The complete *Greek Judicial Board Charter* is found in Tab 7 of this manual.

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**GREEK JUDICIAL BOARD CHARTER**

**PURPOSE**

The purpose of the Westminster College Greek Judicial Board (GJB) will be to serve as a hearing board in cases of alleged violations of regulations as outlined in *Westminster College Regulations Governing Fraternities* committed by fraternities or sororities. The GJB also will hear violations of the *Student Code of Conduct* committed by fraternities or sororities and referred by the Vice President for Student Affairs. The GJB will also determine sanctions for fraternities and sororities that have been found responsible for violating these regulations.

The College judicial system will continue to hear cases in which individual students who are members of a fraternity or sorority are accused of violating the *Student Code of Conduct* as outlined in the *Handbook for Students*.

**COMPOSITION**

The Greek Judicial Board shall include five (5) members: three (3) faculty members (one of whom shall serve as Chair) from the Student Life and Athletic Council, the President of the Panhellenic Council and the President of the Interfraternity Council. The Vice President of IFC or Panhellenic Council will serve on the Board if the fraternity or sorority to which the IFC President or Panhellenic President belongs must appear before the Board. Faculty fraternity or sorority advisors and the IFC and Panhellenic advisors will not be eligible to serve on the Board. All GJB appointments will be for the duration of the academic year.

**PROCEDURES**

1. Reports of alleged violations must be submitted in writing to the Office of Student Affairs in writing. Any member of the College community (students, faculty, or administrative staff) may file a report of a violation.

2. The Vice President for Student Affairs will prepare a written charge for the fraternity or sorority president and notify him/her of the date, time, and location of the Board hearing not less than four working days before the hearing.

3. Fraternities and sororities appearing before the Board are entitled to the rights outlined in the *Student Code of Conduct*, except as stated in this document.

4. A quorum for the Board will consist of three of its members, at least two of which must be faculty members.

5. The Board will elect as chairperson a faculty member who will preside at hearings.
   a. The oral proceedings of the GJB hearing (but not the deliberations) shall be electronically recorded and kept as confidential information by the Vice President for Student Affairs in case of appeal.
   b. The Vice President for Student Affairs and/or a designate of the Vice President will attend the hearing and present the charge(s) and supporting information to the Board.
   c. The president of the fraternity or sorority charged with a violation of the *Westminster College Regulations Governing Fraternities* must attend the hearing. Witnesses to the alleged violation may attend the hearing at the request of the Board or the charged fraternity or sorority.

6. Only members of the Board, the Vice President for Student Affairs and/or designate, the president of the charged fraternity or sorority, the fraternity or sorority’s selected adviser, and witnesses (only when testifying) as called, will attend the hearing. (Refer to *Procedural Rights of Students* in the *Handbook for Students* for information pertaining to adviser selection and representation.)

7. The Board may question any and all witnesses to the alleged violation.

8. Ordinarily, a hearing will include a presentation made by the Vice President for Student Affairs, a statement from witnesses...
and the president of the charged fraternity or sorority, and subsequent questions by Board members of the above individuals. The Board will first decide if the charge is true and then determine a sanction if it decides a violation occurred.

9. Board decisions and sanctions will be made by a simple majority vote of the Board.

10. The Chair of the Board within 48 hours of the hearing will present in writing to the Vice President its findings determination and sanctions. This written notice will also be sent by the Chair within seven (7) calendar days of the hearing to the president of the charged Greek organization, its adviser, National Board and, if applicable, fraternity House Corporation. The Chair, at his/her discretion, may verbally inform the president of the charged organization of the Board's decision and sanctions at the conclusion of the hearing. The decision and sanctions will be immediately in effect regardless of the student's or organization's desire to submit an appeal, and will remain in effect pending the outcome of that appeal.

11. The President of the College will hear appeals of GJB decisions. Appeals must be made in writing to the Vice President for Student Affairs. The Vice President must receive the written request for an appeal within seven (7) calendar days of the fraternity or sorority presidents receipt of the decision letter.

The President of the College will review the hearing records of the GJB and will make a final determination. The President reserves the right to alter any decisions made or sanction(s) imposed. He or she will provide to the appealing fraternity or sorority president, and the Vice President for Student Affairs, a written statement of his/her decision within seven (7) calendar days after the review of the GJB hearing record. The decision of the President of the College will be final.

SANCTIONS

1. Fraternities or sororities found in violation of regulations #10, 13, 15, 17, 22, 23, 24, 26, 27, 30, 34, 36 appearing in Westminster College Regulations Governing Fraternities may be fined not less than $100 and not more than $500.

2. Fraternities or sororities found in violation of regulations appearing in Westminster College Regulations Governing Fraternities #1-9, 11, 12, 14, 19, 21, 25, 28, 31, 32 may be fined not less than $500 and not more than $1000. Fraternities found responsible for serving beer from a keg in the fraternity house or on chapter property will receive an additional mandatory 7- to 14-week suspension of all social and rush functions, the duration within that period to be determined by the Greek Judicial Board.

3. Fines must be paid within 30 days of the date on which the written notice of the Board’s decisions is reviewed by the fraternity or sorority.

4. In addition to monetary fines, the Board has the authority to impose additional sanctions of a fraternity or sorority found to be in violation of the regulations. These sanctions are listed below:
   a. Restrictions on fraternity or sorority parties — The Board may prohibit a fraternity or sorority from having parties or other similar social functions for a specified period of time;
   b. Community service — The Board may require a fraternity or sorority to perform a community or campus service project;
   c. Restrictions on rushing and pledging — The Board has the authority to prohibit a fraternity or sorority from participating in rushing and pledging activities for a specified period of time. The period of time will not be less than one semester (fall or spring) and not more than one academic year. (Sanctions for sororities may not conflict with NPC UNANIMOUS AGREEMENTS);
   d. Required educational activities — The Board may require a fraternity or sorority to organize and participate in an educational activity (e.g., workshop, lecture, etc.).

5. The Board may also recommend to the Vice President for Student Affairs that a fraternity’s or sorority’s recognition as an official College student organization be discontinued.
   a. Failure to abide by a sanction imposed by the Board will be considered a violation of policy. Such a violation will result in another hearing and the possible withdrawal of the organization’s recognition for at least one semester.
   b. The Office of Student Affairs will be required to report all violations of the regulations described in this document to the national office of the offending fraternity or sorority.

6. Monetary fines will be placed in a pre-existing fund that will support non-social fraternity and sorority activities and programming. The Interfraternity and Panhellenic Councils will make decisions regarding the use of this fund with the approval of the Vice President for Student Affairs.

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THE PANHELLENIC COMPACT

1. A woman who is or who has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity.

2. To be eligible to pledge an NPC fraternity chapter on the campus where a woman is enrolled, she shall be regularly matriculated according to the definition of matriculation established by that institution.

3. No female student shall be asked to join an NPC fraternity during any school recess except during a primary membership recruitment period and the ensuing continuous open bidding (COB) held immediately prior to an academic term.

4. Each College Panhellenic Council shall establish a Bid Day to conclude the primary membership recruitment period. A Bid Day is the scheduled time when invitations to membership are issued.

5. If through the primary membership recruitment process, a potential member receives a bid and declines it, then she is ineligible to be pledged to another NPC fraternity on the same campus until the beginning of the next year’s primary membership recruitment period.

6. At a later date but before the next primary membership recruitment period, if the potential member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid and has quota or total spaces to fill.

7. If a potential member does not receive a bid at the end of the primary membership recruitment period, she is eligible immediately to participate in COB.

8. If through the primary recruitment process a potential member accepts a bid and then has her pledge broken by an NPC fraternity or breaks her pledge, then she is ineligible to be pledged to another NPC fraternity on the same campus until the beginning of the next year’s primary membership recruitment period.

9. A COB acceptance is a binding agreement. If a potential member accepts a bid, signs a COB acceptance and then has her pledge broken by an NPC fraternity or breaks her pledge, then she is ineligible to be pledged to another NPC fraternity on that campus until the beginning of the next year’s primary membership recruitment period.

10. A woman who has accepted a bid either through primary or COB recruitment and who has had her pledge broken by an NPC fraternity or has broken her pledge, may be repledged by the same NPC fraternity chapter on the campus at any time before the beginning of the next year’s primary membership recruitment period, even if the chapter is over total.

11. When a woman who has been pledged but not yet initiated transfers to another campus, her pledge is broken, and she is eligible to pledge an NPC fraternity on that campus at the earliest opportunity.

12. Women who have been pledged but not yet initiated into a chapter whose charter has been rescinded or relinquished or of a colony that has been dissolved shall be eligible to pledge another NPC fraternity immediately following the official release by the NPC fraternity.

STANDARDS OF ETHICAL CONDUCT

1. National Panhellenic Conference (NPC) fraternities shall impress upon their undergraduate and alumnae members that they shall respect and obey the letter and the spirit of all NPC Unanimous Agreements.

2. In case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and to prevent publicity, both in the college and the community.

3. NPC denounces the arbitrary priority rating of women’s fraternities.

4. NPC denounces the ranking or categorization of chapters determined by administrative personnel according to a chapter’s compliance with university standards or guidelines.

5. NPC fraternity members shall not suggest to any potential member that she refuse a bid from one group in order to wait for a bid from another group or suggest that a potential member list only one choice on her membership recruitment acceptance.

6. It is in accord with the dignity and good manners of fraternity women to:
   A. Avoid disparaging remarks about any fraternity or college woman.
   B. Create friendly relations between fraternity and nonfraternity women.
   C. Avoid negative publicity on Panhellenic matters.
7. NPC discourages the use of Greek-letter fraternity names and insignia in inappropriate or distasteful commercial advertising.
8. NPC has no affiliation or connection with any high school sorority.
9. NPC supports all efforts to eliminate hazing.

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WESTMINSTER COLLEGE PANHELLENIC ASSOCIATION CODE OF ETHICS

We, the members of women’s sororities at Westminster College, agree to promote honesty, respect, sisterhood, and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

A). Integrity: Holding ourselves to the highest standard in terms of moral and ethical decision making by promoting honor and good character throughout our membership. Being open and honest with each other in order to strengthen our relationships. Living in congruence with our individual organization and shared community values.

B). Community: Acknowledging our membership in the greater Panhellenic sisterhood. Strengthening our sense of belonging through support of our Panhellenic peers and ideals, thereby conveying the strength of our collective community.

C). Respect: Honoring one another as women by recognizing each other’s inherent dignity. Sharing a deep regard for each individual’s and chapter’s achievements, qualities, traditions and desire to promote mutual betterment.

D). Self-governance: Adhering to the policies, which we have the privilege to establish for our community. With this privilege, holding oneself and each other accountable to live up to that standard.

E). Sportsmanship: Realizing there is an appropriate time and place for healthy competition that promotes a better community and stronger individual organizations. Our sororities are one unified body striving to better the community and set an example for all.

F). Thoughtfulness: Promoting active awareness of each other’s ideas and actions to encourage open communication that fosters responsibility and accountability. Celebrating differences in order to appreciate each chapter’s unique characteristics.

G). Commitment: Dedicating ourselves to the realization of the four tenants our community values: Leadership, Scholarship, Service, and Community.

As Panhellenic women of Westminster College, these are the tenants by which we strive to live.

Date adopted: Sunday, March 1, 2015

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WESTMINSTER COLLEGE PANHELLENIC RECRUITMENT RULES
(adapted from NPC rules for College Panhellenics)

I. Statement of Positive Panhellenic Contact

We, the women of Westminster College, will promote panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin from the end of the woman’s last event until the issuance of bids. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party.

According to NPC, “Ethical Behavior means adhering to local Panhellenic rules as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions. Ethical Conduct promotes parity for all member organizations by fair play” (page 172). We, as a Panhellenic community, are to promote positive contact with potential new members and our behavior should be consistent with behavior of friendships. Fully documented recruitment violations will be addressed through the judicial process should they occur.

II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at Westminster College believe in strictly adhering to NPC Unanimous Agreements and policies. These valued and non-negotiable policies will be followed by all groups during the recruitment process, specifically:

- All NPC Unanimous Agreements shall be upheld
- Use of alcoholic beverages in membership recruitment and Bid Day activities is strictly prohibited
- No favors or gifts may be given to potential new members (PNMs) by the fraternity and/or individual members
- There will be no promising of bids directly or indirectly by an member, new member, or alumna of a fraternity
• No sorority members may visit a PNM in her place of residence during formal membership recruitment.

• Strict silence is a period of time from the end of the woman’s last event until bids are distributed. Strict silence is defined as verbal, written, printed, text message or social media communication between the potential new members and sorority members, new members, or alumnae.

• A fact sheet including a list of fees to be incurred by members during collegiate membership, grade requirements and housing obligations will be provided to each potential new member during membership recruitment by each chapter. The College Panhellenic will provide a range of fees as general information.

• The MRABA script must be used prior to signing the MRABA to ensure that the PNMs understand this binding agreement.

• Recruitment Counselors shall not be involved with any PNM in the process of completing and signing the MRABA.

III. Statement of Recruitment Model

• Westminster College Panhellenic Council will hold a deferred formal recruitment period, always the first week of classes during the Spring semester.

• Westminster College Panhellenic Council will adhere to the two-tier campus total as recommended by NPC. Campus total will be evaluated each semester after a comparative evaluation of rosters between the Student Affairs Office and each chapter. Once the rosters are reconciled, all organizations will be notified of the revised campus total. Only chapters who do not reach campus total at this time can COB through the Spring semester, but are strongly encouraged to do so within two weeks of formal recruitment.

• Fall campus total should be evaluated within the first two weeks of Fall semester.

• Spring campus total should be evaluated within 72 hours of the close of the formal recruitment period. It should be the goal to have a revised campus total immediately following bid matching, but this will be contingent on the accuracy of rosters provided by each chapter.

• Because the two-tier recruitment model is designed to funnel all recruitment efforts and new member education efforts to one period of time each year, a reasonable end date to COB will be established so that all chapters can focus their energies on other priorities. This time period will be evaluated along with the semester total and will be communicated by the Fraternity/Sorority Advisor (FSA).

IV. Statement of Recruitment Counselor Disaffiliation

• Recruitment Counselors will not disaffiliate from their chapters until the first day of formal recruitment.

• During formal recruitment, disaffiliation will require that Recruitment Counselors not wear letters, clothing, jewelry or carry bags that would identify them with a specific chapter. Additionally, Recruitment Counselors should not participate in voting sessions with their chapter.

• When at all possible, Recruitment Counselors should be paired to perform their responsibilities and should not engage privately or separately in conversation with PNMs.

V. Statement of “No Frills Recruitment”

Recruitment events are values-based and reflective of the women’s fraternal experience. The Fall Semester “Go Greek” Recruitment model will be planned and facilitated by Westminster College Panhellenic Council. As such, the informal recruitment period will be entirely values-based and no frills.

The following “No Frills” recruitment guidelines will apply to the Formal Recruitment period:

• BUDGET GUIDELINES TO BE SET BY PANHELLENIC COUNCIL

• Decorations outside the reserved recruitment room are not permitted. All recruitment entertainment must be confined to the reserved recruitment room.

• Use of recruitment skits at the first round of events is discouraged.

• Eliminate all gifts, favors, preference letters or notes for potential new members until they have accepted bids.

• Develop conversation and interviewing skills.

• Inside decorations should be kept to a minimum for all recruitment events.

VI. Statement of Membership Recruitment Acceptance Binding Agreement

The Westminster College Panhellenic will uphold and use the MRABA for each potential new member interested in joining a women’s fraternity, whether during formal or informal recruitment. We agree to all policies/steps pertaining to the MRABA.
VII. Statement of Values-Based Recruitment

We, the members of Westminster College Panhellenic, pledge to promote the following practices during membership recruitment:

1) Consider values-based conversations.
2) Choose recruitment activities and behaviors that reflect the core values of our organizations.
3) Engage in conversations that include topics related to our core values.
4) Make informed choices about potential new members.
5) Educate potential new members about the chapter’s values, and connect to these values.
### ACADEMIC DIVISIONS AND SCHOOLS

#### SCHOOL OF ARTS & HUMANITIES
(English, Spanish, French, History, Philosophy, Religion)

<table>
<thead>
<tr>
<th>NAME/TITLE</th>
<th>OFFICE PHONE</th>
<th>MAIL BOX</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia G. Clark</td>
<td>724-946-8042</td>
<td>213</td>
<td><a href="mailto:clarkpg@westminster.edu">clarkpg@westminster.edu</a></td>
</tr>
<tr>
<td>Joel T. Postema</td>
<td>724-946-3944</td>
<td>217</td>
<td><a href="mailto:postemjt@westminster.edu">postemjt@westminster.edu</a></td>
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<tr>
<td>Andrew W. Ade</td>
<td>724-946-3073</td>
<td>215</td>
<td><a href="mailto:adeaw@westminster.edu">adeaw@westminster.edu</a></td>
</tr>
<tr>
<td>Carol S. Morrow, Academic Administrative Assistant</td>
<td>724-946-7342</td>
<td>208</td>
<td><a href="mailto:morrowcs@westminster.edu">morrowcs@westminster.edu</a></td>
</tr>
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#### SCHOOL OF BUSINESS
(Accounting, Business Administration, Financial Economics, International Business)

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<tr>
<td>Robert Badowski</td>
<td>724-946-6831</td>
<td>153</td>
<td><a href="mailto:badowsr@westminster.edu">badowsr@westminster.edu</a></td>
</tr>
<tr>
<td>Linda A. Travers, Academic Administrative Assistant</td>
<td>724-946-7160</td>
<td>129</td>
<td><a href="mailto:traversla@westminster.edu">traversla@westminster.edu</a></td>
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#### SCHOOL OF COMMUNICATION
(Broadcasting & Media Production, Communication, Digital Journalism, Public Relations)

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<tbody>
<tr>
<td>David L. Barner</td>
<td>724-946-7239</td>
<td>162</td>
<td><a href="mailto:barnerdl@westminster.edu">barnerdl@westminster.edu</a></td>
</tr>
<tr>
<td>Kristen Kuzma, Academic Administrative Assistant</td>
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<td>144</td>
<td><a href="mailto:kuzmakm@westminster.edu">kuzmakm@westminster.edu</a></td>
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#### SCHOOL OF EDUCATION
(Child & Family Studies, Education)

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<tr>
<td>Amy H. Camardese</td>
<td>724-946-7183</td>
<td>124</td>
<td><a href="mailto:camardah@westminster.edu">camardah@westminster.edu</a></td>
</tr>
<tr>
<td>Barbara Carr, Academic Administrative Assistant</td>
<td>724-946-7180</td>
<td>123</td>
<td><a href="mailto:carrba@westminster.edu">carrba@westminster.edu</a></td>
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#### SCHOOL OF LIFE AND HEALTH SCIENCES
(Biology, Molecular Biology, Nursing)

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<tr>
<td>John C. Robertson</td>
<td>724-946-7044</td>
<td>147</td>
<td><a href="mailto:robertjc@westminster.edu">robertjc@westminster.edu</a></td>
</tr>
<tr>
<td>Emma Caylor, Academic Administrative Assistant</td>
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<td>118</td>
<td><a href="mailto:caylorec@westminster.edu">caylorec@westminster.edu</a></td>
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### SCHOOL OF MUSIC

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<tr>
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<td>154</td>
<td><a href="mailto:perttude@westminster.edu">perttude@westminster.edu</a></td>
</tr>
<tr>
<td>School of Music Chair</td>
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<tr>
<td>Kristen Kuzma, Academic Administrative Assistant</td>
<td>724-946-7270</td>
<td>144</td>
<td><a href="mailto:kuzmakm@westminster.edu">kuzmakm@westminster.edu</a></td>
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### SCHOOL OF PHYSICAL & MATHEMATICAL SCIENCES

(Chemistry, Biochemistry, Materials Science, Environmental Science, Mathematics, Computer Science, Physics)

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<tr>
<td>Peter M. Smith</td>
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<td>197</td>
<td><a href="mailto:smithpm@westminster.edu">smithpm@westminster.edu</a></td>
</tr>
<tr>
<td>Biochemistry/Chemistry Chair</td>
<td></td>
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<tr>
<td>Craig L. Caylor</td>
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<td><a href="mailto:caylorcl@westminster.edu">caylorcl@westminster.edu</a></td>
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<tr>
<td>Mathematics/Computer Science/Physics Chair</td>
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<tr>
<td>Doreen Matune, Academic Administrative Assistant</td>
<td>724-946-7284</td>
<td>158</td>
<td><a href="mailto:matunedm@westminster.edu">matunedm@westminster.edu</a></td>
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### SCHOOL OF SOCIAL SCIENCES

(Psychology, Neuroscience, Criminal Justice Studies, Political Science, International Studies)

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<tr>
<td>James C. Rhoads Jr.</td>
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</tr>
<tr>
<td>Political Science Chair</td>
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<tr>
<td>Criminal Justice Studies/Sociology Chair</td>
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<tr>
<td>Psychology Chair</td>
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<td>118</td>
<td><a href="mailto:caylorec@westminster.edu">caylorec@westminster.edu</a></td>
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### CAMPUS PHONE NUMBERS

**Academic Affairs** 724-946-7122  
**Academic Success Center** 724-946-6700  
**Admissions** 724-946-7100  
**Alumni Relations** 724-946-7364  
**Argo (yearbook)** 724-946-7221  
**Athletic Department**  
- **Field House** 724-946-7307  
- **Old 77 Gym** 724-946-7317  
**Beeghly Theater Box Office** 724-946-7241  
**Biography Field Station** 724-946-8520  
**Bookstore** 724-946-7216  
**Titan Gift Shop** 724-946-6211  
**Business Office** 724-946-7140  
**Campus Programming**  
- **Council (CPC)** 724-946-7057  
- **Celebrity Series** 724-946-7354/7371  
- **Orr Box Office** 724-946-7355  
- **Club Room** 724-946-7220  
- **General Manager** 724-946-7205  
**Computer Labs**  
- **McGill** 724-946-6253  
- **Patterson** 724-946-6251  
- **Thompson-Clark Graphics** 724-946-6252  
**Dean of the College** 724-946-7122  
**Disability Resources** 724-946-7206  
**Diversity and Inclusion** 724-946-7192  
**Division of Biological, Chemical and Environmental Sciences** 724-946-7317  
**Front Laboratory** 724-946-2982  
**Back Laboratory** 724-946-7302  
**Division of Cognitive & Quantitative Sciences** 724-946-7284  
**Division of Communications, Arts, Languages, and Literature** 724-946-7342  
**Division of Social Sciences & Humanities** 724-946-7244  
**Emergency Security** 724-946-7777  
**Escort Service** 724-946-7777  
**Extracurricular Activities** 724-946-7110  
**Field House** 724-946-7307  
**Financial Aid** 724-946-7102  
**Fitness Center (Field House)** 724-946-2919  
**Food Service (Sodexo)**  
- **General Manager** 724-946-6312  
- **Duff Student Restaurant** 724-946-6306  
- **The TUB** 724-946-7230  
- **Catering** 724-946-7853  
- **Graduate School** 724-946-7353  
**Hoklad (campus newspaper)** 724-946-7223/7224  
**Information**  
- For on-campus numbers: 1-(area code)-555-1212  
- For off-campus numbers: 0  
**Institutional Advancement** 724-946-7370  
**Internships/Community Service** 724-946-6338  
**Judicial Matters** 724-946-7111  
**Learning Center** 724-946-6700  
**LIS Helpdesk** 724-946-6000  
**Lost and Found** 724-946-7126  
**Mailroom** 724-946-7231  
**Marge Walker Center** 724-946-6327  
**McGill Library** 724-946-6000  
**Miller Board Room** 724-946-7071  
**Notary** 724-946-7102/7000  
**Off-Campus Study** 724-946-7211/7259  
**Office of Faith and Spirituality**  
- **Chapel Office** 724-946-7117  
- **Chaplain** 724-946-7116  
**Office of Marketing and Communications** 724-946-6358  
**Old 77 Gym, Women's Phys Ed** 724-946-7317  
**Marge Walker Fitness Center** 724-946-6327  
**Parent Relations** 724-946-7373  
**Personnel** 724-946-7247  
**Physical Education Dept.** 724-946-7307/7317  
**Physical Plant** 724-946-7017  
**Planned Giving** 724-946-7368  
**Preschool** 724-946-7174  
**President's Office** 724-946-7130  
**Print Shop** 724-946-7198  
**Professional Development Center** 724-946-7338  
**Public Safety**  
- **Emergency** 724-946-7777  
- **Director** 724-946-6216  
- **Main Office** 724-946-7126  
- **Assistant Director** 724-946-6217  
**Registrar's Office** 724-946-7138  
**Relay for Life** 724-946-7054  
**Residence Life** 724-946-7110  
**School of Business** 724-946-7160  
**School of Education** 724-946-7180  
**School of Music** 724-946-7270  
**School of Nursing** 724-946-7007  
**Student Affairs Office** 724-946-7110  
**Student Government Assoc.** 724-946-7219  
**President** 724-946-6305  
**Vice President** 724-946-7042  
**Secretary** 724-946-7064  
**Student Organization**  
- **Suite** 724-946-7059  
- **Workroom** 724-946-7058  
**Switchboard** 0  
**From off-campus** 724-946-8761  
**Titan Card Office** 724-946-6071  
**Titan Digital Radio 88.9** 724-946-7242/7232  
**Titan Sports Hot Line** 724-946-7065  
**Wellness Center**  
- **Counseling Services** 724-946-7340/7378  
- **Health Services** 724-946-7927/7928  
**Westminster Cable Network**  
- **News Room** 724-946-6397  
**WWNW (Radio Station)** 724-946-7242/7232  

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### Westminster College

319 South Market Street  
New Wilmington, PA 16172-0001  
www.westminster.edu  
my.westminster.edu

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### At a Glance . . .When Students’ Files Are Discarded

<table>
<thead>
<tr>
<th>Department</th>
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### Westminster College

319 South Market Street  
New Wilmington, PA 16172-0001  
www.westminster.edu  
my.westminster.edu
FREQUENTLY ASKED QUESTIONS

How do I contact Lost and Found?
Go to the Public Safety Office located in the McKelvey Campus Center, or call 724-946-7126.

When is McKelvey Campus Center open?
The building is open from 7 a.m. – 1 a.m. Monday through Saturday; 10:30 a.m. – 1 a.m. on Sunday.
Offices within the Campus Center observe regular College hours from 8 a.m. – 4:30 p.m.

How do I contact Public Safety?
Call 724-946-7777 (dispatch), from a campus phone dial 7777, or use the yellow call boxes at building entrances.

What are visitation hours for residence halls?
Visitation hours are listed on page 19 of this Handbook.

What are dining hours?
Access hours and daily menus can be found via at My.Westminster.

Where do I get a parking permit?
Parking decals are available at the Public Safety Office in McKelvey Campus Center Monday-Friday, 8-4.

How do I reserve a room for a meeting?
Reservations are made using Ad Astra, an online room reservation system via my.westminster, when making a request for Academic Classrooms, Library, McKelvey Campus Center, Mueller theater, or Public Computer Lab.

Where do I pay a fine?
Fines are payable at the Business Office on the second floor of Old Main.

Where can students seek medical care when sick or injured?
The Wellness Center is located on the east end of Shaw Hall. Find the hours of operation and explanation of services on page XX of this Handbook.

Where is the Chaplain’s Office?
Jim Mohr, the College Chaplain, is in the Office of Faith and Spirituality located on the second level of McKelvey Campus Center room 224. Contact information is in the Student Services section of this Handbook. The phone number for the Chaplain’s Office is 724-946-7116.

Where can I get help with my computer or wireless connection?
The LIS Helpdesk, located on the first floor of McGill Library or at lishelp@westminster.edu or 724-946-6000.

How do I find out about inclement weather delays and closings?
Check on the status of classes by checking the Westminster homepage for the most up-to-date information. If you are registered to receive Westminster Emergency Alerts, you will receive a text message notification of college closings or delays.

Where is the Financial Aid Office?
Financial Aid is located on the first floor of Remick House across Maple Street from Old Main.

What are library hours?
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<td>Saturday</td>
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<tr>
<td>Sunday</td>
<td>1 p.m. - 1 a.m.</td>
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Hours vary during finals week, summer session, and vacation periods.

Does Westminster offer mental health counseling services?
Yes, licensed professional counselors are available at the Wellness Center. Refer to “Wellness Center” section of this Handbook for information.
How do I appeal a parking ticket?
Forms are available at the Public Safety Office in McKelvey Campus Center. Completed forms must be submitted within ten calendar days of the violation.

What is the difference between withdrawal from the College and a leave of absence?
A leave of absence is generally short term in nature. Withdrawal requires formal readmission (application and fee) to the College should the student decide to return. The Student Affairs office is responsible for processing both requests.

How do I begin the process of starting a new student organization on campus?
Refer to the Student Engagement section of this handbook for information.

Where do I obtain a transcript?
Transcripts are ordered from the Registrar’s Office on the first floor of Old Main. Requests may also be made electronically through My.Westminster for a fee of $3 per request.

Where do I go for information regarding on-campus student employment?
Visit or call the Financial Aid Office located in the Remick House.

Where are computer labs and printers located?
Public PC labs can be found on the first floor of Patterson Hall and McGill Library. McGill Library also has laptops available for check out and use within the building. A MAC lab is located on the second floor of Thompson-Clark. All public computer labs have printers available for student use.

How do I reserve equipment for a presentation?
Presentation equipment may be scheduled for academic events using the Equipment Request Form located on My.Westminster via LIS group.

Where can I get a poster printed?
Large scale poster (larger than 12” x 18”) printing is available through the Print Shop. For more information see the Print Shop group on My. Westminster.

Lots of useful campus information is available to you online, ~ ~ my.westminster.edu ~ ~ on bulletin boards, and in racks outside the Office of Student Affairs.
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**QUICK REFERENCE SECTION**

- **Academic Divisions and Schools**
- **Campus Phone Numbers**
- **Frequently Asked Questions**

For your convenience, both the *Handbook for Students* and the *Events Calendar* are accessible online via the Westminster College public website and portal.  
[www.westminster.edu](http://www.westminster.edu)  
[my.westminster.edu](http://my.westminster.edu)